**Tips For Organizing Your Presentation**

1. **Cover Slide** (Your Name, Your Career Field, Job Title, Date, Course Name and Number, Instructor’s Name)
2. **Overview** (Bullet points outlining the contents of your presentation)
3. **Introduction** (Three words or short phrases to punctuate your personal story explaining why you chose the career. One slide)
4. **History of the Career Field** (4 highlights in key words and/or in years. Share the interesting facts, shockers, and/or less known data)
5. **The Future** (1 slide, key words, listing probable or expected changes and factors that will force change, such as technology, the economy, war)
6. **Company Profile** (Highlight a company, 1-2 slides of facts and insights)
7. **Contributions to Society** (1-2 slides showing philanthropic or social service)
8. **Sample Advertisements** (Display two ads associated with your career)
9. **Interview Highlights** (3 memorable tips or insights from your interview. Use Keywords. No narrative sentences. Include name and job title of the person that you interviewed, date of the interview.
10. **Timeline** (Display a time specific chart that outlines your plan to achieve your career goals. Begin as a student at LMU, list graduation date, and so forth)
11. **Closing Slide** (Be memorable!)

**Attire**

Professional attire is required for the final presentation. Talk with the instructor in advance of your presentation if you have concerns in this regard.

Credit: Tips Developed by Damon D. Hines, Ed.D., LMU Communication Studies Dept. (Damon.Hines@lmu.edu)