

Monroe Community College
Career and Transfer Center
1000 East Henrietta Rd.
Rochester, NY 14623
www.monroecc.edu/go/careercenter

PRESENTATION REQUEST FORM

Please return to the Career Center, Brighton Campus, Building 3, Room 108 upon completion. Requests will be confirmed/denied within one week of the date of the request.
(At least three weeks advance notice is recommended.)

Name: _____ Title: _____ Date: _____

Department/Club/Organization: _____

Phone Numbers: Office: _____ Department: _____ Home (if appropriate): _____

Campus: _____ Email: _____

TOPIC(S) REQUESTED (Please circle):

Career Center Services	Resume Writing: Preparing an Effective Resume & Cover Letter
The Career Library Orientation	Interviewing Skills: How to Make the Best Impression
Career Exploration/Careers in...?	Interviewing Skills and Mock Interviews
Transferring to the 4 Year School	Job Search Strategies: How to Find the Job You Want

Note: For COS courses, we recommend both The Career Library Orientation & Career Center Services presentations. We can also customize a presentation for your particular needs. For more information, call 292-2368.

Class Title & Section or Organization: _____ CRN# _____

Characteristics: e.g. major, first year: _____

Presentation location: _____ Approximate number of students: _____

Length of time allotted: _____ Technology-equipped classroom (if applicable): Yes No
(circle one)

List 2 dates and times in order of preference:

	DAY	DATE	TIME
1 st Choice	_____	_____	_____
2 nd Choice	_____	_____	_____

Additional Comments:

WORKSHOP REQUEST CONFIRMATION – FOR OFFICE USE ONLY

Today's date _____ Workshop Presenter _____

Scheduled on _____ (date) from _____ (time) to _____ (time)

Confirmed _____ Regretted by _____ Phone _____ Email _____ Writing _____ by _____ on _____
(circle one) (circle one) (initials) (date)