



# 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):**

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

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/Organization Name: \_\_\_\_\_ 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 <sup>st</sup> Choice	_____	_____	_____
2 <sup>nd</sup> 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 \_\_\_\_\_ (initials) on \_\_\_\_\_ (date)  
(circle one) (circle one)