



Please return to Career Services, 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: _____

Ofc. Phone: _____ Dept. Phone: _____ Home Pone (if appropriate): _____

Campus: _____ Email: _____

Topic(s) Requested (Please Check)

Career Services Overview

Career Exploration/Careers in ?

Linked In: Networking for Success

Mock Interviews: Let's Get it Right

Resumes: Preparing an Effective Resume & Cover Letter

Interviewing skills: How to Make the Best Impression

Handshake: How to Activate and Create Your Unique Profile

Job Search Strategies: How to Find the Job You Want

Note: For COS courses, we recommend the Career Services Overview presentation. We can also customize a presentation for your particular needs. For more information, email [MCC's Career Services \(careerservices@monroecc.edu\)](mailto:careerservices@monroecc.edu).

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

List two (2) dates and times in order of preference:

Choice	Day	Date	Time
1 st Choice			
2 nd Choice			

Additional Comments:

Presentation Request Confirmation (For Office Use Only)

Date Processed: _____ Workshop Presenter: _____

Scheduled Date: _____ Start Time: _____ End Time: _____

Request Status: Confirmed Regrets Contact Method: Phone Email In Writing

Initials: _____ Date Initialed: _____