

Request a Career Services Presentation

Career Services Counselors are available for presentations in campus classrooms and at student group meetings. Presentations in Career Services (CH 122) on Central Campus are facilitated on a space-available basis.

To better prepare and customize the presentation for your students, we ask that you submit your request at least two weeks before the desired presentation date. You may use this form to request presentations for any campus.

Popular topics

- Career Choice
- Career Services Orientation
- Resume Writing/Cover Letters
- Interviewing
- Preparing for Career Fairs
- Negotiating Salary
- Job Search Techniques
- Correspondence Etiquette

Complete, print, and send the form below to Career Services (locations at bottom)

PRESENTATION REQUEST FORM

Instructor's name

Curriculum department

Campus location

Email

Phone

Fax

Desired presentation topic

Number of students in class

Requested date

Time

Room

Desired length

Alternate date

Time

Room

Desired length

Additional information that will help us customize a presentation for your students (examples: advanced resume techniques, specific industry information, special activity, etc.)

Campus Contact Information

Central	CH 122	Fax: 6036
Cato	125	Fax: 4830
Harper	249-A	Fax: 4624
Harris	1107	Fax: 4624
Levine	2130	Fax: 4210
North	TS-221	Fax: 6036



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