



# Career Services Center Presentation Request Form

## CAREER SERVICES CENTER

Please submit your request to [CareerServices@tamuk.edu](mailto:CareerServices@tamuk.edu) no less than 2 weeks in advance.

Submission of this request form is not a guarantee. All presentations are subject to staff availability. Dates and times that are outside the normal working day, such as weekends or late evenings, are generally not available; however, exceptions may be made for large group presentations (50 or more) with ample advance notice. Requests made during peak times for Career Services, such as surrounding Career Fairs, may not be available. Any costs incurred for the presentation are the responsibility of the requesting party.

\_\_\_\_\_  
First & Last Name of Person Submitting Request

\_\_\_\_\_  
Department/Student Organization

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail

Is this request for a UNIV class?  Yes  No

\_\_\_\_\_  
Class Major

### Presentation requested:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Career Services Overview     | <input type="checkbox"/> Job Offer Assessment   | <input type="checkbox"/> Networking                              |
| <input type="checkbox"/> Career Planning              | <input type="checkbox"/> Job Search Strategies  | <input type="checkbox"/> Personal Statements & Letters of Intent |
| <input type="checkbox"/> How to Work a Career Fair    | <input type="checkbox"/> Professional Dress & Image   | <input type="checkbox"/> Professional Online Presence & LinkedIn |
| <input type="checkbox"/> Internships & Job Shadowing  | <input type="checkbox"/> Making the Most of<br><a href="http://www.JavelinaCareers.com">www.JavelinaCareers.com</a> | <input type="checkbox"/> Résumé & Cover Letter Writing           |
| <input type="checkbox"/> Interviewing Skills          | <input type="checkbox"/> Negotiating Salaries & Benefits  | <input type="checkbox"/> What can I do with a major in...        |
| <input type="checkbox"/> Graduate School Applications |   |  |

Other (Please provide a detailed description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Presentation (Building): \_\_\_\_\_ Room #: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Alternate Time: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_

Laptop & Projector Provided?  Yes  No

Length of Presentation:  30 minutes  45 minutes  1 hour  Other: \_\_\_\_\_