

Presenter: _____

Initials: _____

Career Center Presentation Request Form

Organization/ Class: _____

Contact Person: (Name) _____ **(contact #)** _____

(E-mail) _____ **Audience: (# expected)** _____

Check all that apply:

Freshman

Sophomores

Juniors

Seniors

Graduates

Location of Presentation: Career Center or Building _____ Room # _____

Presentation Date and Time:

****PLEASE PROVIDE TWO WEEK NOTICE FOR PRESENTATIONS.****

**** PLEASE COMPLETE ALL THREE CHOICES.****

Choice One: Date _____ Time _____

Choice Two: Date _____ Time _____

Choice Three: Date _____ Time _____

Topic of Presentation:

Career Center Overview

Interviewing

Resume Development

Type Focus

Cover Letter Development

Internships-Why are they Important?

Specialty Topic (additional time required)

Handshake (job database for students)

Topic Selection: _____

Other Questions:

Is there computer equipment (projector/internet) in your location? yes or no

Email this form to: ej@career.olemiss.edu