

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu

(910) 521-6270 ♦ (910) 521-6166 (FAX)

PROGRAM REQUEST FORM

Name of Class/Organization: _____ Today's Date: _____

Contact Person: _____ Phone: _____

Email Address: _____

Program Presentation Requested (for topics, see below): _____

Anticipated Attendance: _____ Target Audience: _____

Preferred Program Date: _____ **Preferred Program Time:** _____

Alternate Program Date: _____ *Alternate Program Time:* _____

NOTE: Please return this form at least two weeks before the preferred program date. Programs are 30 to 50 minutes in length.

Location for Program (Building & Room#): _____

NOTE: Room reservations are to be made by the person(s) requesting the program, unless it is to be held in The Career Center.

- Career Center 101: Come See What We're About (this program always held in The Career Center, UC Room 210).
- Major Decision: Choosing a Major and/or Career
- Keys To a Successful Job Search
- Networking: Sometimes It's Who You Know and Who Knows You
- How To Work a Career Fair
- Resumes That Get You the Interview
- Interviews That Get You the Job
- Getting Into Grad School
- Global Career Connections
- Careers In...Series (contact Career Center for list of topics)
- Smooth Move: Making a Successful Transition from College to the World of Work
- Other career-related topics can be prepared with at least 4 weeks' notice

You will be contacted by The Career Center to confirm your program.

"When I discuss resume writing and other career preparation skills with them, many students are very frustrated by conflicting instructions and all the different formats that resumes may take. Taking my students to The Career Center for a general workshop on resume writing has been very helpful to both my students and me. The information that can be conveyed in a one-hour session usually provides students with the type of information that is needed to begin writing a professional looking resume." Dr. John Bowman, Professor of Sociology.

For Career Center Use Only

Form received by: _____ Date received: _____ Date confirmed: _____

Program requested: _____

Program presenter(s): _____ Presentation attendance: _____