**Gustavus Career Development Presentation Request**

Name of Class/Group/Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Topic for presentation:**

\_\_\_\_General Career Development Overview

\_\_\_\_Finding an Internship

\_\_\_\_Resume & Cover Letters

\_\_\_\_LinkedIn/Personal Branding

\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested date & time for presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please allow a minimum of 1 week notice in requesting presentations. We will try our best to honor the date requested based on our appointment/event schedules for the term.**

How many students in your group (How many do you expect may attend?) \_\_\_\_\_\_\_\_\_\_

How long would you like the presentation to last? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person for group/club/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email for contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and email to** [**career@gustavus.edu**](mailto:career@gustavus.edu) **or return to Career Development.**

Thank you!We look forward to talking with your class or group!

Gustavus Career Development