**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** **or return to Career Development.**

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

Gustavus Career Development