

PRESENTATION REQUEST FORM

A two week notice (10 business days) is needed for Career Services to best accommodate your request

Fields marked with * are required.

REQUESTOR CONTACT INFORMATION:

*Name (Title First Last): _____

*Email Address: _____ *Phone Number: _____

Point of Contact (On day of presentation if different from requestor): _____

Have you already confirmed your presentation with a Career Services Staff Member? If yes, please provide the name of the staff member. Yes, _____ No

PRESENTATION LOGISTICAL INFORMATION:

Presentations are typically 50-60 minutes in length. Please select the time you would like the presentation to begin.

*Date: ____ / ____ / 2014 *Start Time: _____

*Location (Building and Room Number): _____

*AV Equipment Available (Mark all that Apply):

Internet Connection Doc Cam LCD Projector Screen

Would you like to have an Employer assist with the presentation if available? Yes No

*PRESENTATION AUDIENCE:

*Presentation Audience: _____

Details for Classroom Presentation:

USF Credit Bearing Course: Yes No College or Department: _____

Course: _____ Class Title: _____

Details for Student Organization, Non-Academic Department or Student Service Presentation

USF Student Organization Name: _____

USF Non-Academic Department or Student Service Name: _____

PARTICIPANT DETAILS:

*Estimated Number of Participants (Numbers only please): _____

Will Attendees be required to RSVP: Yes No

PRESENTATION TOPIC SELECTION: (Note: Please submit one form per presentation request. Ex. If you are requesting three different presentation dates and times, please submit three separate forms.)

Presentation Category: _____

Presentation Title: _____

List of Available Presentations by Category:

Career Services Overview

- An Overview of Career Services Programs, Services and Events

Career Planning & Exploration

- Choosing a Career/Major

Employability Readiness

- Skills Identification
- Career Fair Tips: How to Make the Most of a Career Networking Fair
- Elevator Speech: Your 60-Second Introduction to Impress Employers
- Writing a Professional Resume
- Writing an Effective Cover Letter
- Interview Tips
- Job Search Strategies

Professional Development

- LinkedIn: Establishing a Professional Online Image
- Developing a Professional Brand

Showcase/Career Information Table

- Career Services representative at Showcase/Student Services Event