



Presentation Request Form

The Career Center offers career related presentations for University organizations and classes, many of which can be customized.

- Please allow two weeks to schedule your presentation.
- Presentations require availability of computer and projector.
- Questions? Please contact the Career Center (660) 785-4353 or email careers@truman.edu

Contact Person _____ Phone # _____

Contact Email _____ Class/Org. _____

Target Audience _____ Anticipated # of Attendees _____

Program Date _____ Location _____

Start Time _____ End Time _____

Presentations

NOTE: Each presentation below is 50 minutes

- Planning your Future (#BigKidsStuff)
*The career decision making process can be daunting!
This presentation focuses on what should be considered
and steps to take while making that very personal choice.*
- Résumés & LinkedIn
*The basics of creating resumes and LinkedIn
profiles will be discussed.*
- Ace the Interview
 - Job Search
 - Grad School

A La Carte

NOTE: Each presentation below is 10 minutes – pick up to 5

- Career Fairs
- Networking
- Career Center Services
- Job/Internship Search/#HireTruman
- Importance of an Internship
- Professional Attire

Other: _____

For Career Center Staff Only:

Assigned to: Brandi Polly Dave Other: _____

Entered into Database: Yes No

Actual Start Time: _____ Actual End Time: _____ Actual # of Participants: _____

Notes: _____

**Truman State University Career Center
3100 Student Union Building
Hours: Monday - Friday, 8 a.m. – 5 p.m.**