



Presentation Request Form

The Career Center offers career related presentations for 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 at (660) 785-4353 or 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

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

- | | |
|---|--|
| <input type="checkbox"/> Planning your Future
<i>This presentation focuses on the career decision making process and steps to take while making that very personal choice.</i> | <input type="checkbox"/> Career Fairs |
| <input type="checkbox"/> Résumés & LinkedIn
<i>The basics of creating resumes and LinkedIn profiles will be discussed.</i> | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Ace the Interview
<i>The basics of appropriate dress, 30 second commercial, and interview questions.</i> | <input type="checkbox"/> Career Center Services |
| | <input type="checkbox"/> Job/Internship Search/#HireTruman |
| | <input type="checkbox"/> Importance of an Internship |
| | <input type="checkbox"/> Professional Attire |
| | <input type="checkbox"/> TruSTAR/Career Readiness |

Other: _____

For Career Center Staff Only:

Assigned to: Dave Brandi Jenni Kara Jo Other: _____

Entered into Database: Yes No

Start Time: _____ End Time: _____ Number of Participants: _____

Notes: _____

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