



NCTC's Career Services Center Presentation Request Form

(Please submit form at least one week in advance of requested presentation date)

Today's Date:	Instructor's Name:						
Course Name and Section Number:	Campus and Room Number of Course:						
Day and Time Class Meets:	Number of Students:						
Instructor Contact Number/Email:	Types of Media Equipment Available in Class:						
<p>Please check the topic(s) you are requesting (all topics are typically 50 minute presentations but can be adjusted to fit your needs):</p> <table><tr><td><input type="checkbox"/> Navigating Your Career</td><td><input type="checkbox"/> Financial Literacy</td></tr><tr><td><input type="checkbox"/> Effective Resume Writing</td><td><input type="checkbox"/> How to Nail an Interview</td></tr><tr><td><input type="checkbox"/> Job Search 101</td><td><input type="checkbox"/> Other:</td></tr></table>		<input type="checkbox"/> Navigating Your Career	<input type="checkbox"/> Financial Literacy	<input type="checkbox"/> Effective Resume Writing	<input type="checkbox"/> How to Nail an Interview	<input type="checkbox"/> Job Search 101	<input type="checkbox"/> Other:
<input type="checkbox"/> Navigating Your Career	<input type="checkbox"/> Financial Literacy						
<input type="checkbox"/> Effective Resume Writing	<input type="checkbox"/> How to Nail an Interview						
<input type="checkbox"/> Job Search 101	<input type="checkbox"/> Other:						
<p>Presentation Date Request (please list at least 3 possible dates, in order of preference):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>							
<p>Please return or email this form to the NCTC Career Services Center:</p> <p>careerservices@nctc.edu</p> <p>940-498-6259</p>							