Workshop Request Form

Cleveland Hall 306, 1300 Elmwood Avenue, Buffalo, NY 14222 **cape.buffalostate.edu**

(716) 878-5811 careers@buffalostate.edu



Please return to CLEV 306 upon completion. Requests will be confirmed/denied within one week of the date of the request.

(At least three weeks advance notice is recommended.)

Name:       Title:       Date:

Department/club/organization:

Phone numbers: Office       Department       Home (if appropriate)

Addresses: Campus       Home (if appropriate)       Email

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**TOPIC(S) REQUESTED**

CAPE Services [ ]  Cover Letter Writing [ ]  MBTI Personality Assessment [ ]  What Employers are Looking For [ ]

Resume Writing [ ]  Careers In……[ ]  Choosing a Career/Major [ ]  Graduate School [ ]

Networking [ ]  Interviewing [ ]  Conducting a Job Search [ ]  Making the Most of an Internship [ ]

LinkedIn [ ]  Developing Professional Skills [ ]  Other

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Class title/organization name:

Group characteristics: Freshmen[ ]  Sophomores[ ]  Juniors[ ]  Seniors[ ]  Graduate Students[ ]  Other

Other characteristics: e.g. majors(s)       Approx. no. of students

Workshop location and characteristics: Bldg.      Room

Please indicate the available technology: No Smart Classroom [ ]  Smart Classroom [ ]  Smart Board [ ]  Laptop/Net Cart [ ]

 PC [ ]  Apple [ ]  Document Camera [ ]  Overhead Projector [ ]

Address if off campus:

List three dates and times in order of preference:

 DAY DATE START TIME END TIME

1st Choice

2nd Choice

3rd Choice

NOTES:

**WORKSHOP REQUEST CONFIRMATION** - FOR OFFICE USE ONLY

Today's date Request taken by (CAPE staff)

Workshop presenter

Scheduled on from to

 (day) (date) (time) (time)

Confirmed/regretted by phone/e-mail/in person by on

 (circle one) (circle one) (initials) (date)

01/23