



## PRESENTATION / DON'T CANCEL THAT CLASS REQUEST FORM

**STOP!!!! Don't cancel that class!**

A request may be submitted up to **(1 hour)** before the requested presentation is to begin. (Example: Fax or e-mail presentation request form at 8:00 am to ask for a presentation to begin at 9:00 am on the same day.) The further ahead the request is received the more likely the presentation can be confirmed and scheduled. Please complete the form and fax to 474-7445.

Date of Presentation: \_\_\_\_\_

Time of Presentation: Begin \_\_\_\_\_ am \_\_\_ pm \_\_\_ End \_\_\_\_\_ am \_\_\_ pm \_\_\_

Course Title: \_\_\_\_\_

Location of Presentation:

Building \_\_\_\_\_ Room \_\_\_\_\_ No. of Students: \_\_\_\_\_

Type of Presentation Requesting:

- |   |   |
|---|---|
| <input type="checkbox"/> Resume             | <input type="checkbox"/> Cover Letters                |
| <input type="checkbox"/> Interviews         | <input type="checkbox"/> Assessments (MBTI / Strong)  |
| <input type="checkbox"/> Internships        | <input type="checkbox"/> Job Shadow                   |
| <input type="checkbox"/> Career Counseling  | <input type="checkbox"/> Graduate School              |
| <input type="checkbox"/> UAKJobs Assistance | <input type="checkbox"/> Job Search (on & off campus) |

Other: \_\_\_\_\_

Requestors  
Name & Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_