Workshop Request Form

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

(716) 878-5811 careers@buffalostate.edu

A picture containing logo

Description automatically generated

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

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**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

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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