

## In Class Presentation Request Form

Please submit this request ***no later than two weeks prior to when you would like us to present to your class.***

Please email requests to [CNMjobconnect@cnm.edu](mailto:CNMjobconnect@cnm.edu) or send via inter-office mail to Job Connection Services  
SSC 206.

Your name: \_\_\_\_\_ Date submitting the request: \_\_\_\_\_

Your email address: \_\_\_\_\_ Your phone number: \_\_\_\_\_

Class title: \_\_\_\_\_ Number of students: \_\_\_\_\_

Class location: Campus \_\_\_\_\_, Building \_\_\_\_\_, Room number \_\_\_\_\_

Does your classroom have a computer, projector, and audio? yes no

Please tell us three dates/times you would prefer us to present. Due to the potential for scheduling conflicts, we ask you to provide at least three options.

1. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
3. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please choose a topic you'd like us to present. If your class is an hour to an hour and a half, please select ONE topic. If your class is two hours long, and you want us to present the entire time, please select two topics. Each topic runs approximately an hour.

Keep Calm and Interview On: How to Ace Your Next Interview (also covers professionalism)

We Got You Covered: The Nitty-Gritty on Writing Your Résumé, Cover Letter, and Reference Page

Razzle-Dazzle 'em! How to Maximize Your Job Search (includes how to use our job search bank, Hire a Sun Cat)

Linking In to Linked In: Building Your Professional Online Portfolio (covers what Linked In is and how to set up/use your profile)

Thank you for your request! One of our Career Center Advisors will contact you to confirm your in-class presentation!

**Job Connection Services**  
**SSC 206**  
**224-3060**  
**CNMjobconnection@cnm.edu**