



## **REQUEST A PROGRAM** *from the Career Ambassadors!*

### ***Topics presented by the Career Ambassadors***

- Using the ePACK system to find jobs & internships
- Getting started with resume writing
- Resources available from the UCC
- Interviewing tips

Request a program by emailing your topic of interest and possible dates/times to Jane Matthews, [jane\\_matthews@ncsu.edu](mailto:jane_matthews@ncsu.edu). Please allow at least 2 weeks advance notice so that we can secure speakers, and you can effectively advertise the program.

We look forward to working with you to make your event a fun and informative experience for students. Based on our prior experiences with outreach programs, we have a few requests and suggestions to make sure our program is as successful as possible.

### ***Things we need from you ...***

- Poll your students to determine which topic is of most interest for them, and to determine the best afternoons/evenings for the program.
- Advertisement for the event at least 3-6 days prior to the event so that students can sign up, and you'll have a good headcount.
- An audience! We ask that you ensure us at least 5 students will be in attendance for our program, so that it is a good use of our ambassadors' time.

### ***Things we'll take care of ...***

- At least 2 student speakers who will conduct an interactive program for your audience.
- A laptop & LCD projector unless you have one available, and will arrive 15 minutes prior to the event start time to set up equipment.
- Enough handouts to cover your anticipated audience.

*Updated 2009*