

**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 will 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 2010*