

# Workshop Request Form



Twardowski Career Development Center 225 Lawrence Center  
610.436.2501 www.wcupa.edu/cdc cdc@wcupa.edu

Name \_\_\_\_\_ Date Submitted: \_\_\_\_\_

e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization/Department/Course Represented: \_\_\_\_\_

Topic:

(Choose one – if more than one is needed, please check “other” and we can discuss the content)

Career Center/Services Overview

Exploring Majors/Careers

Resumes & Cover Letters

Job Search Strategies

Interviewing Strategies

Keys To Career Fair Success

Other\* – Specify Topic(s)/objectives: \_\_\_\_\_

\*A TCDC staff member will contact you within 48 hours to discuss the details of your request

Target Audience: \_\_\_\_\_ Anticipated Audience Size: \_\_\_\_\_

PREFERRED Date: \_\_/\_\_/\_\_\_\_ PREFERRED Time: \_\_:\_\_ am / pm

Alternate Date: \_\_/\_\_/\_\_\_\_ Alternate Time: \_\_:\_\_ am / pm

Location: \_\_\_\_\_ (If you wish to hold the meeting in the career center, that may be arranged pending room availability.)

Program length: \_\_\_\_\_ Workshops are typically 45-50 minutes in length unless otherwise requested.

Is this event open to other students/community members?  Yes  No

Do you want us to list this program on our website?  Yes  No

Additional Comments or information: \_\_\_\_\_

**For internal use:**

Received by: \_\_\_\_\_ Confirmed By: \_\_\_\_\_ Staff Member Assigned: \_\_\_\_\_ Attendance: \_\_\_\_\_