SUNY POTSDAM
CAREER PLANNING
WORKSHOP REQUEST FORM

NAME:          ADDRESS:
E-MAIL:        PHONE #:
ORGANIZATION/CLASS: WORKSHOP LOCATION:
ESTIMATED # OF PARTICIPANTS: PROPOSED WORKSHOP DATE:

Please indicate the workshop you would like us to present.

____CAREER PLANNING SERVICES - An overview of our services and how to use them.

____CAREER SELECTION - Strategies for selecting your career direction.

____FOCUS/SIGI 3 – Self-assessment software that allows you to identify your interests, skills, and values.

____CAREER NETWORKING – Establishing career mentors.

____CAREERS IN STUDENT AFFAIRS - What are the career paths for employment in Student Affairs?

____SUMMER JOBS - Strategies for seeking summer employment.

____SELECTING A MAJOR – A decision making process that includes tools, strategies, and methods.

____RESUME WRITING - How to create an effective marketing tool, including content and format.

____LETTER WRITING - Tips for writing effective cover letters and related letters.

____JOB SEARCHING TECHNIQUES – When to start, what to consider, helpful resources, etc.

____BEARTRACKER - SUNY Potsdam’s on-line employment database: full-time, part-time, internships etc.

____JOB FAIR PREPARATION – What is a job fair? How to make the most of this opportunity.

____PORTFOLIOS – Creating a collection of materials to showcase accomplishments, abilities, activities, etc.

____INTERVIEWING – Strategies for preparing an effective interview.

____GRADUATE SCHOOL – Things to consider in making a decision to attend graduate school.

Submit this request to Career Planning, 106 Sisson Hall
Phone: (315) 267-2344    Fax: (315) 267-2342   E-mail: career@potsdam.edu
A staff member will call you to discuss and confirm the presentation.