Dear Student Organization and Leaders:

In an effort to expand our services, the Saint Mary’s College Career Development Center wants to continue reaching out and working with organizations such as yours. If your organization would like to organize an event in conjunction with the Career Center, please take a moment to carefully provide the information requested on the other side, before the date of your proposed event. Please choose the event that best applies to you by filling out either the Event Form or the Workshop Event Form on the reverse side of this letter. Specifically, we request for you to provide the required information at least two months prior to the date of the event for the Event Form and at least a month in advance for the Workshop Form. When you have completed the form, please give it to our Outreach Student Intern, Alex Chavez, or drop it off at the Career Center addressed to Christine Oh.

Your input is greatly appreciated and we look forward to working with you.

Sincerely,

The Career Center Staff
Brother Urban Gregory Hall
careers@stmarys-ca.edu
925-631-4600
Career Center Student Event Form

Organization: ___________________________  Date: _______________________________

Date of Event: ___________________________  Event Location: ______________________

*Should be at least 2 months prior to event!

Number of Expected Attendees: _________  Student’s Name: _______________________

Type of Event:
(Please circle one and elaborate on the topic)

- a. Career Panel: ________________________
- b. Career Speaker(s): ____________________
- c. Business Etiquette Workshop: _________
- d. Other: ______________________________

Types of Professionals Requested: ________________________________________________
_____________________________________________________________________________

Suggestions: ___________________________________________________________________
_____________________________________________________________________________

Workshop Event Form

Organization: ___________________________  Date: _______________________________

Date of Event: ___________________________  Event Location: CDC Workshop Room

*Should be at least 1 month prior to event!

Number of Expected Attendees: _________  Student’s Name: _______________________

Type of Event: (Please circle one)

- a. Résumé Workshop
- b. Interview Workshop
- c. Job Search Strategies Workshop
- d. Internship Workshop
- e. Undeclared Major Workshop
- f. Career Fair Preparation Workshop
- g. Graduate School Preparation
- h. Scholarships and Financial Aid Search
- i. Other: ______________________________

Comments: ___________________________________________________________________
_____________________________________________________________________________