



SPEAKER REQUEST

PLEASE COMPLETE ALL FIELDS AND EMAIL TO CAREERSERVICES@NEU.EDU

CONTACT INFORMATION

Name:

Title:

Email:

Phone:

PROGRAM DETAILS

Class, residence hall, or student group:

Expected # of participants:

Please list 3 potential dates:

Time:

Location:

Length of program:

Will a computer/projector be available?

CONTENT OF PRESENTATION (Choose one)

Career Services overview

Resumes

Cover letters

Interviewing

Networking and informational interviewing

Preparing for career fair

Applying to grad school

Finding an internship

Special request: please describe