

Career Centre Classroom Seminars Request Form

Where possible, please submit this form at least 15 working days in advance to the Career Centre – by internal mail or email: nealem@cpit.ac.nz.

Today's Date: _____

Tutor Name: _____ **Phone:** _____

Tutor Email: _____

Programme Name: _____

Number of Students (approx.): _____

Level: _____

Career Seminars Required:

- Find the Job That You Want (even if it is not advertised)
- Write a Good CV and Cover Letter (so you get an interview)
- Interview Well (so you get the job)
- Work Experience – Gold (work experience is a great way to open doors to jobs)

To help your students learn the appropriate skills, it is best that classes are scheduled at the most appropriate time in your course, and related to the course content. They are timetabled into scheduled class time, and therefore **the class tutor needs to be present**. Please ensure you, or the tutor for whom you are booking, are available to attend these classes.

Class Timetabling Requests

	Day & Date	Time		Day & Date	Time
1			4		
2			5		
3			6		

You will be contacted by email or phone to confirm your booking

If you have any queries or do not receive confirmation within four working days, please contact Miki Neale at the Career Centre on ext. 8014 or email nealem@cpit.ac.nz.