**CAREER & PROFESSIONAL EDUCATION**

**Workshop Verification Form**

Communication Department – Buffalo State University

Internship Program
[Communication.buffalostate.edu](https://communication.buffalostate.edu/)

**Student Name:**Click or tap here to enter text. **Date:**Click or tap to enter a date.

**Banner ID:**Click or tap here to enter text.

**Semester/Year Requesting Internship Credit:**Click or tap here to enter text.

As part of the Communication Department’s internship requirements, you are required to participate in career-preparation workshops presented by [Career and Professional Education (CAPE)](https://cape.buffalostate.edu/), including **Resume & Cover Letter Writing** and **Interviewing Techniques**. Please check the [workshop schedule listed on the CAPE website](https://cape.buffalostate.edu/content/events/workshops/) for availability and to register.

**Signatures from the workshop presenters are required to verify your attendance. If you choose to attend a virtual workshop, please be sure to follow the presenter’s instructions regarding sign-in.**

*It is the student's responsibility to follow the academic department’s requirements specific to these workshops. Please check with your department Internship Coordinator.*

**Resume & Cover Letter Workshop**

Choose an item.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date.\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_

CAPE Staff Member Signature Date

**Interviewing Techniques Workshop**

\_Choose an item.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date.\_\_\_\_

CAPE Staff Member Signature Date

**Resume and Cover Letter was critiqued by CAPE Staff Member (if required by department)**

*(Attach a revised resume and cover letter to this sheet.)*

\_Choose an item.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click or tap to enter a date.\_\_\_\_

CAPE Staff Member Signature Date

*Updated August 1, 2023*