



MARY LIN ELEMENTARY SCHOOL
Brian Mitchell, Ed.D., Principal
Mary Benton, Assistant Principal

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March, 2009

Dear Sir or Madam:

On Friday, May 1, 2009 Mary Lin Elementary School will hold its annual Career Day Event. You are invited to join us to share your area of expertise with our students. We will begin the day with registration and a continental breakfast at 8:15 a.m. in the Media Center. At 8:45 you will be escorted to the multi-purpose room where you will be stationed at a table from 9:00 a.m. - 12:00 noon. Beginning at 9:00, students in grades 3-5 (ages 8-11) will rotate through your station in small groups. Please plan to join us for lunch back in the Media Center following your final rotation.

If you use a vehicle to assist in performing your job you will be stationed outside in the front parking lot for *Careers on Wheels*. You may park as early as 7:45 a.m. and report to the Media Center for registration and a continental breakfast. **Your first rotation will begin at 8:30 a.m.** Please plan to join us for lunch back in the Media Center following your final rotation.

The following guidelines offer suggestions for organizing your presentation. Please use them if appropriate and allow time for students to ask questions.

- Plan an activity or demonstration using tools, materials or the vehicle with which you work. Hands on activities and visuals are the most effective with elementary age children. Table or floor displays, pictures and/or brochures are also great supplements.
- Discuss the nature of your job, working hours and conditions, educational requirements, job training, and skills needed for your job. What personal characteristics are important in your job? How are subjects taught and learned in school useful in your career? Which subjects are the most helpful?
- We have advised students not to ask about your personal salary. However, if you would like to give a salary range you are welcome to do so.

Please complete and return the RSVP as soon as possible indicating any special requests such as a VCR/monitor, DVD player, extra space or electrical outlets. If you have questions or concerns please feel free to contact Brenda Stroman at 404-802-8864 or by email: bstroman@atlanta.k12.ga.us.

Sincerely,

Brenda Stroman
School Counselor