



# LILBURN MIDDLE SCHOOL

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**J. ALVIN WILBANKS**

April 14, 2014

Greetings, Prospective Career Day Speaker!

Lilburn Middle School would like to invite you to take part in our Career Day, ***“Make Every Day Count!”*** It is scheduled for **Wednesday, May 15, 2014**. We hope professionals such as yourself will be able to come and share interesting facts about your chosen career with our students. Your participation will help us meet our goal of exposing our students to the many professional opportunities available to them in the future so they are able to make informed decisions about their education today.

As a presenter, we ask that you prepare a 30 minute challenging and interesting discussion and/or activity for our students. Our schedule will allow you to speak to 4 groups of 20-30 students. If possible, please provide students with free samples, handouts or brochures, etc. related to your profession. Light snacks will be offered during the course of the day. We understand that the times are spread out, but we hope you are able to sign up for more than one session. **Each session is 30 minutes long**. Please respond, and include the time frames you are available:

<b>10:15AM -10:45AM</b>	_____	<b>1:40PM - 2:10PM</b>	_____
<b>11:00AM - 11:30AM</b>	_____	<b>3:00PM - 3:30PM</b>	_____
<b>12:45PM - 1:15PM</b>	_____	<b>3:15PM - 3:45PM</b>	_____

If you are able to be a participant in this event, please RSVP by **Friday, May 2<sup>nd</sup>**. We are making every effort to “**go green**,” so we ask that you please reply to my email address below with the following information:

- Confirmation that you will attend
- The time frames you are able to attend (copy and paste to email)
- Your best contact number
- Your job title (description),
- Special accommodations you may need for your presentation, including the name(s) of anyone else who may be coming with you.

For additional questions or concerns, please email me or contact me at 770-806-3852. Thank you for your time, and we hope you are able to join us!

Sincerely,

Jameela Hall  
Career Day Committee Member  
770-806-3852  
Jameela\_Hall@gwinnett.k12.ga.us