

March 16, 2007

Mr. Wes Bradley  
Aerospace Engineer  
Analytical Graphics  
220 Valley Creek Boulevard  
Exton, PA 19341-2380

Dear Wes:

The 2007 Tenth Grade Career Day at Twin Valley High School is planned for **Friday, April 13, 2007**. We applaud your efforts to arrange your schedule to be a part of this day. The response to this Career Day was extremely positive; you will be one of approximately 36 presenters representing a wide variety of careers.

Please plan to arrive at the school twenty minutes before your scheduled time. Park in spaces **224-264** located in the rear of the building by the playing fields; you may enter the school through the double doors. See the enclosed directions, which includes parking details. In the lobby, a greeter will give you a nametag and will direct you to the Hospitality Room where you will be offered refreshments. A student will escort you to your room at your scheduled presentation time.

**If you require any special equipment that you would like me to supply, such as a proxima projector or computer, please call me to reserve it. They are in limited supply.**

This is the only written confirmation you will receive; please place the date and times on your calendar.

**Please keep in mind as your prepare for Career Day that the most successful presentations for tenth graders have included as much activity and interaction as you can generate in the 45-minute time allowed. If feasible, they seem to learn much more if you can plan to allow them to experience firsthand some task you do as part of your daily work or use visual aids.**

Please call me us with any questions or concerns. Thank you for your interest and involvement in this Career Day event.

Sincerely,

Sincerely,

Mrs. Angela Morgan  
School to Career Coordinator  
(610) 286-8638 amorgan@twinval.k12.pa.us

Mrs. Gwen Werner  
Internship Coordinator  
(610) 286-8637 gwerner@twinval.k12.pa.us

**Your Scheduled Time(s):** \_\_\_\_\_ **FRIDAY, APRIL 13, 2007**

Enclosures