

April 10, 2007

Dear Chad:

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. The students and faculty are excited that you are coming!

You are scheduled as the Keynote Speaker from 8:00 am to 8:45 am. Please plan to arrive at the school at least fifteen 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 to your right. See the enclosed directions, which includes parking details.

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. Please keep in mind as you 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.

Please call Angela Morgan at (610) 286-8638 with any questions or concerns. Thank you for your interest and involvement in this career day event.

Sincerely,

Angela Morgan
School to Career Coordinator

Your Scheduled Time(s): 8:00 am to 8:45 am

Chad—Thanks so much!—I am looking forward to meeting you.