



Poe Middle School

FAIRFAX COUNTY PUBLIC SCHOOLS

**7000 Cindy Lane
Annandale, VA 22003
703-813-3800**

September 21, 2009

Dear Future Career Day Volunteer,

Every year schools across the nation participate in Career Day. One of our missions at Poe Middle School is to expose our students to various career opportunities. This year we will have Career Day on **Friday November 20th from 8:00am - 10:30am.**

Career Day will help students to expand their minds and see the different career opportunities before them. Through exploring a variety of career options students can begin to set goals and understand the relationship between classroom curriculum and careers.

We would like to invite you to help make Career Day a rewarding experience for our students. We are looking to provide a wide variety of speakers from different occupations to speak with our students about their career path and occupation. Volunteers will be asked to give four 20 minute presentations.

Students need our support, encouragement, and guidance; through your participation in Career Day you can make a difference in the lives of young people. If you are interested and able to attend please fill out the attached form and mail, email, or fax it back to me at the latest **Monday November 2, 2009.** Thank you for your consideration in participating in Career Day 2009 at Poe Middle School! Please feel free to email or call me with any questions.

Sincerely,

Sonya Swansbrough
Principal, Poe Middle School

Laura Bouchard Hanley
School Counselor, Poe Middle School
Laura.Hanley1@fcps.edu
O: 703-813-3840
Fax: 703-813-3897

Poe Middle School Career Day 2009
Friday November 20, 2009
8:00am – 10:30am

Yes, I would like to help with Career Day 2009!
Please return at the latest by
Monday November 2nd!!!!

____ I can present to 4 groups of students for 20 minutes on a rotating basis from 8:00am to 10:30am.

____ I can assist with flyers, programs, and coordination of Career Day

____ I can assist with the Hospitality Suite by:

____ Providing a dish for brunch

____ Providing a dessert

____ Being a hospitality hostess

____ Other: _____

Name: _____

Job Title: _____

Phone Number: _____

Email: _____

Please return to:

Poe Middle School
Laura Bouchard Hanley
7000 Cindy Lane
Annandale, VA 22003

For more information contact **Laura Bouchard Hanley at 703- 813-3840 or laura.hanley1@fcps.edu**