



FOOTHILL ELEMENTARY SCHOOL

8230 Wells Ave, Riverside, CA 92503
951-358-1610



Mr./Ms./Dr. ,

Thank you for agreeing to take time out of your busy schedule to share your experience with our students at our College and Career Day. The goal of our College and Career Day is not only for students to learn about different careers, but also to learn about the education and preparation careers require. As we are promoting a college bound culture, we ask that you have a heavy emphasis on your education/college experience in your presentation.

We will have computers and projectors available if you choose to include a PowerPoint or slide show as part of your presentation, though that is completely optional. Another idea to enhance your presentation would be to bring in samples of objects/tools you work with that students can see and possibly handle. Below is a list of the type of information you may want to cover in your presentation.

- Your personal background information (family, upbringing, obstacles overcome in life)
- Where you went to college
- How many years of college you attended
- Interests or talents you have that led you to this field
- When or how you first realized you were interested in your career
- Degrees/certificates/licenses you've earned or are required in your line of work
- Your work setting (e.g. office, out in the field, etc..)
- What you do on a daily basis
- Communication, collaboration, critical thinking, or creativity required in your line of work
- Skills required, particularly related to writing, math, or science
- Technology you use in your line of work (computer programs, specialized machinery, etc...)
- Opportunities for advancement or transfers into other fields or careers

Please plan on arriving on March 20, 2018 at about 8:00 AM so we can begin promptly at 8:30 AM. Upon arrival, we will be providing some breakfast items and then have someone escort you to the room where you'll be presenting. If you require the use of a computer or projector, please let us know ahead of time so we can prepare accordingly. Our event will run from 8:30 AM until 11:30 AM and will consist of five sessions with students. Each session will run 25 minutes; consisting of 15-20 minutes for your presentation and 5-10 minutes of Q & A. There will be about 20-30 students in each session. Your audience will be 2nd-5th grade students, ages 7-11. As a small token of our appreciation, we will host a luncheon immediately after our event.

If you have any further questions about this event, please do not hesitate to contact us. We will be happy to answer any questions. On behalf of our students, thank you again for participating in this event.

Israel Avila, Principal