

**CALVIN COOLIDGE HIGH SCHOOL**

6315 5TH Street NW
Washington, DC 20011
(202) 671-6080 phone
(202) 576-3147 fax

Dear Respected Professional:

Calvin Coolidge High School will host its Annual Career Exploration Day in partnership with Calvin Coolidge Alumni Association, Inc.; the event will be held on December 12th, 2013, and will be from 9:35 a.m. to 1:00 p.m. It will consist of two morning sessions. Students will have the opportunity to pre-register and attend two consecutive sessions of their choice.

Students from all grade levels, 9th to 12th, will participate in our Annual Career Exploration Day. Each speaker will present for 45 minutes, to a group of approximately 20 students, in an intimate setting that will allow you to personalize your presentation. We ask that you share tangible, applicable, and realistic information pertaining to your career and/or topic of choice. A strong focus should be placed on the availability of opportunities in the field(s) you are presenting, salaries, and information on post-secondary training and qualifications required to be successful. We also invite you to share your personal journey, challenges and joys, which landed you in your present career path. As professionals, we understand that reaching your goals is not as straight forward as our youth might envision. With this in mind, it is pertinent that you paint a realistic picture.

- | | |
|-----------------|---|
| ▪ 09:35 – 10:15 | Guest Registration & Welcoming Statement |
| ▪ 10:20 – 10:40 | Guests escorted to their room assignment |
| ▪ 10:45 | Students released from 2 nd Period |
| ▪ 10:50 – 11:35 | 1 st Session |
| ▪ 11:40 – 12:20 | 2 nd Session |
| ▪ 12:20 – 01:00 | Closing and Reception |