



Ben L. Smith High School
Career Technical Education Department
2407 S. Holden Road
Greensboro, North Carolina 27407
336.294.7303 Fax 336.294.7332

December 21, 2009

Dear Sir/Madam:

Ben L. Smith High School is hosting a **Career Development Fair** on **Tuesday, February 16, 2010**. Your participation will be quite valuable to our students, and we need your assistance and expertise to provide our students with current information on career opportunities and the necessary skills for them to succeed in today's workforce.

The Career Fair will be held from 9:00 a.m. until 12:00 p.m. in the school gym with lunch being served immediately following in the Media Center. We will rotate classes into the gym in 45 minute intervals. We would like you to inform students about the opportunities available in your industry, as well as the education, certification and training required. Particular emphasis should be placed on the importance of areas such as: communication, math, reading, writing, and technical skills. If you choose to participate please be prepared to discuss careers in your field ranging from those with little additional education to those requiring college degrees and beyond. We would like for your table to be **interactive**, so please feel free to bring **demonstration materials, visual aids and handouts**. The use of these aids is **strongly encouraged** and will support high school students in better understanding and remembering your message.

If you are able to participate, please fax or mail the attached form(s) to me by **February 1, 2010** or as soon as possible. Please plan to arrive by 8:15 a.m. for a light breakfast and orientation in the Gym. Upon arrival at our campus, you may park anywhere in front of the school; Air force JROTC cadets will direct and aid you as needed. If you have any questions, please contact me at (336) 294-7303 x4850 or gardnel2@gcsnc.com. Thank you for your support. I look forward to seeing you at the Career Development Fair.

Sincerely,

Lisa T. Gardner

Lisa T. Gardner
Career Development Coordinator

Enclosure