

Career Fair: Confirmation Email

Customize this email to confirm potential partner/speaker

Subject: Confirmation: New Providence Career Fair Presenter

Dear Linda,

Thank you very much for getting back to us, so quickly and confirming both yourself and your colleague Robert Wagner as presenters at our Career Fair. The students will definitely enjoy learning about your career journeys and experiences.

Event Details:

What: New Providence High School Career Fair

When: May 5, 2018, 10:30 AM-12:00 Noon, followed by a short luncheon for presenters (12:00-12:45 PM)

Where: New Providence High School Athletic Center

123 Providence Court

New Providence, RI 10000

Parking is available next to the Athletic Center and you'll enter at the side door

Your Role:

At the event you will speak to eight groups of high school students for fifteen minutes each and have time for Q & A. Your audience is 15-21 year olds who are interested in learning about your career, training, and any job or internship opportunities for high school students.

Time Commitment: 2 hours and 45 minutes for the actual fair and luncheon. We ask you to arrive 30 minutes before the event starts at 10:00 AM to set up and to meet the other Career Fair presenters.

Set up: Each presenter will have a 6 foot table, two chairs and access to a power. If you have any other needs that you did not include on your registration form, please let us know by April 27, 2018.

Below please find some potential questions and talking points you may want to include. Thank you again for your generous donation of time and please do not hesitate to contact me with any questions or concerns at 401-222-3333 or rich_john@newprovidence.us.edu.

Best,

John Rich
Social Studies Lead Instructor
New Providence High School



Possible Talking Points/Questions from Students:

- 1) Typical workday
- 2) Career trends (job outlook, how competitive is application process....)
- 3) Pros and cons of job
- 4) Salary range
- 5) What kinds of training/internship opportunities are available to high school students at your organization/company?
- 6) What high school internships or jobs prepared you for your career?
- 7) Training/education requirements
- 8) Helpful technology to be familiar with
- 9) Courses in high school that were or are helpful to your work today
- 10) Your favorite aspect of your work
- 11) What do you do outside of work?
- 12) How do you balance work and life?
- 13) An exciting, funny, or unusual experience you have had in your career

Presentation tips:

- 1) Bring and explain or demonstrate a visual aid such as a tool you commonly use: PPT, brochures, props
- 2) Bring small giveaways, if possible (pens, cups, etc)
- 3) Wear your typical on the job attire and explain why you dress that way.
- 4) Involve students in demonstrations and scenarios, if possible