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Dear Potential Career Presenter(s):

Inman Middle School would like to invite you to be a guest presenter as part of our College and Career Expo on February 16, 2017, from 9:00am-12:15pm, in the school's gymnasium.

**Expectations:** During the time allocated for each grade level, you will have an opportunity to speak to six different groups of students (one short presentation, six times). Your audience will be 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students between the ages of 11-15 years old. Below are some talking points and tips to help with planning your presentation. They are just meant to help, please feel free to present as you see fit as the professional.

**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) Training/education requirements
- 6) Helpful technology to be familiar with
- 7) High school classes that would pertain to career
- 8) Your favorite task in your job
- 9) 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, a slideshow or video of workers in action, brochures, etc.
- 2) Wear your typical on the job attire and explain why you dress that way.
- 3) Demand respect by not trying to speak over rude students. Wait for them to be quiet before beginning.
- 4) Involve students in demonstrations if possible (e.g. dress a kid up in firefighting gear as you explain the various uses of each component....)

**Expo Day:** The expo will last approximately 5 hours, with students in grades 7-12 visiting booths to ask questions and learn about your career/college. Tables will be provided for each business/college. Please let us know if you need access to an outlet or other special requirements.

We appreciate your willingness to give back to the youth of our community. If you are interested in participating, please complete the attached registration form and return by May 5, 2016 or contact us directly.

Thank you for your consideration,

Kristal Madgett  
Behavior Specialist  
[kmadgett@atlanta.k12.ga.us](mailto:kmadgett@atlanta.k12.ga.us)  
(404) 802-3224