

**PAUL D. WEST MIDDLE SCHOOL**

***Believe you can, and MAKE IT HAPPEN!***

Fulton County School System

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***2376 Headland Drive East Point, Georgia 30344***

Gaye Miller-Dobson  
Assistant Principal

**Dan A. Sims**  
*Principal*

Christopher Harden  
Assistant Principal

Lynn Y. Jones  
Counselor

Geneva Bridges  
Administrative Assistant

Dr. Alvin Sutherland Jr.  
Counselor

Dear Potential Career Day Speaker,

We would like to invite you to Career Day at Paul D. West Middle School to be a speaker in several of our classrooms. Because of your expertise in your field, we would like to invite you to share your knowledge and talents with our student body during Career Day on **Friday, December 4, 2009.**

We will begin the day's activities at 8:00 a.m. with a continental breakfast in the Media Center. At 8:30 a.m., we will give a brief orientation on the day's activities and at 8:45 a.m. you will be escorted to your first classroom where you will share information with students regarding your career, any special training you have had, and what has made you successful. The classroom presentations will end about 11:30 a.m. and a light lunch will be served. The day will conclude at 12:00 noon. If you are not able to stay the entire time, please let us know.

We would appreciate your participation in our Career Day Activities. Students need the exposure that Career Day will provide them. This activity will give our students the opportunity to meet first hand various speakers who can motivate, inspire, and introduce them to a vast number of careers. We know your presentation will be valuable.

We would like to thank-you in advance for your participation in our student's educational experience. Please complete the registration form on the back of this letter. Letters and directions to the school will be provided confirming your commitment.

**"THE SCHOOL CANNOT LIVE APART FROM THE COMMUNITY."**

*Sincerely,*

*Ms. Lynn Jones, Counselor*

*Dr. Alvin Sutherland, Jr., Counselor, NCC, NCSC*

*Ms. Shawntel Jordon, Graduation Coach*