



River Ridge School District

P.O. Box 78 • 11165 County Highway P • Patch Grove, WI 53817-0078

January 29, 2024

Dear Potential Career Speaker:

River Ridge High School would like to invite you to speak at our Career Day on the morning of Friday, April 26, 2024. The purpose of this day's activity is to give students a greater appreciation of your career and to better understand how they need to prepare for their future.

We are extending this invitation to business and professional leaders to speak with our students about various occupations, including an explanation of entry-level requirements, the pros and cons of particular jobs, and most importantly, your own personal insights about your occupation. There is nothing like hearing it from the source!

Enclosed you will find "Suggested Topics for a Career Presentation" that may be helpful in your planning. Sessions are 37 minutes long and your groups will be 7-10 students. We are confident that our students will enjoy listening to you and we hope you will find the experience rewarding as well.

If you are willing to participate, please complete the attached information sheet and return to me by February 15, 2024.

If you have any questions, please contact Caron Townsend at (608) 994-2715 or townsenca@rrsd.k12.wi.us.

Sincerely yours,

Caron Townsend
School Counselor

Career Day Information Sheet

Name: _____

Address: _____

Career Title: _____

E-mail Address: _____

Phone: _____

Please indicate times that you are available to speak:

All Morning _____ 10:08-10:45 _____

8:40-9:17 _____ 10:52-11:29 _____

9:28-10:01 _____ Unable to participate _____

Special equipment, AV requests or any website address we will need to unblock:

Please provide a brief statement which we may use for your introduction:

Please return by **Feb. 15, 2024** by mail, email (townsenca@rrsd.k12.wi.us) or fax (608-994-2891).

Confirmation of your presentation times will be returned to you by March 15th