Good morning wondering panelists,

Thank you so much for being willing to present and share your career with our students. This is the first year we have attempted a panel style assembly for Career Day. My goal is to ensure that our students get a breadth of knowledge about various careers within their reach, and hopefully inspire students to start thinking about their futures as professionals.

Another important aspect of this panel is representation. I want the students to see that people of color within the LA community, who come from similar backgrounds and struggles, can endure, strive for more, and be successful. Again, I cannot thank you enough for your time and willingness to share your story.

We will be conducting two assemblies to ensure that the whole school is getting the same presentation. Each assembly will be approximately 75 minutes. It takes classrooms some time to get to auditorium and settle down. So essentially each presentation will be about an hour long. We have about 10 panelists, so that gives each presenter about 5 minutes.

I have outlined a few suggested guidelines, but please feel free to add or make adjustments. I will have a laptop available if you would like to show pictures, videos, or do a PowerPoint/Prezzi.

* Introduce yourself and your career.
* Mention briefly where you grew up and went to school.
  + Feel free to mention how you did academically/behaviorally in middle school and high school.
* Educational/career journey.
  + What lead you towards that career interest?
  + Share where you went to college and the sort of education required for your career.
* Share some of the best things about your job.
  + Please include pictures and/or videos of your work.
  + Keep it interesting! Many of our students lose interest quickly.
* Suggestions for the students if they are interested in pursuing a career within your field.

Again these are just suggestions. Feel free to get as creative as you’d like. We just ask that you keep your presentation within the 5-minute limit.

We are planning to leave some time towards the end for Q&A. In between there will be a 20 nutrition break. If you’re interested, we can invite students to stick around. At that time students can ask questions individually. We can even set up an area where students can learn/see more of your work.

**Logistics:**

Career Day will take place on March 17th at John Adam’s Middle School in the auditorium. We are asking panelists to arrive at 8:30 AM. The second assembly will conclude at no later than 11:30 AM.

Address: 151 West 30th Street, Los Angeles, CA 90007

Phone: (213) 745-3700 Ext 3757

Parking: Available in the second lot across the street from the school’s PE field. Lot is located on the south side of 30th street between Broadway and Main, east of the main building. Cross streets for the school’s main building are 30th and Broadway. Please email me if you have any additional questions.

Thank you,