



Highlands Elementary School

Cedar Hill Independent School District

131 Sims Drive ~ Cedar Hill, Texas 75104

Office:(972) 291-0496 Fax:(972) 291-5764



To Whom It May Concern:

I am contacting you to request your assistance in providing our students with an awesome educational opportunity. Plans are currently underway to coordinate Highlands Elementary School's Annual Career Day. Career Day will be held on Thursday, May 18, 2017. In order for this year's Career Day to be a success, we will need the assistance of parents/guardians, community members, and public figures.

Guest speakers will present to students ranging from Pre-K through 5th grade. Each presentation will take place in the classrooms, and will last for 20 minutes. The recommended format includes: related school subjects, education/training, personal skills necessary in your field, typical day in your field, child friendly games, and hands on activities or visuals, etc.

If you are interested in participating, please fill out the bottom portion of this letter, and return it to Mrs. Woodson, School Counselor, by Monday, April 10, 2017. If you have any questions or concerns, please feel free to contact Mrs. Woodson at rolunda.jones-woodson@chisd.net, or at (972)291-0496 extension 5810. You may also fax this letter to (972) 291-5764.

In closing, we would be honored if you would accept our invitation to be a presenter for Career Day 2017. With your assistance, this year's Career Day will be the best Career Day ever!

Sincerely,

Rolunda Jones-Woodson

Rolunda Jones-Woodson

School Counselor

Name _____

Occupation: _____

Company Name: _____

Phone: _____

Email: _____

If associated with a Highlands Elementary School student, please list the student's name and grade level below:

Student's Name: _____ Grade _____