Chase Gaudette

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Brian Coombes

1380 Upper City Road

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March 6, 2014

Dear Mr. Coombes,

My name is Chase Gaudette and I am a sophomore at Pittsfield Middle High School (PMHS). Students are offered a variety of learning studios in which they can be enrolled in. I am currently enrolled in the College and Career Learning Studio. In the past, this school has held multiple career fairs, where we have invited people of various careers to come in and talk to other students about their careers. What these people talk about can include anything from skills needed for the career, education needed, interviewing tips, successful employment tips, or any other pertinent information. This year, as an end-of-the-year project, the College and Career Learning Studio is organizing the fair, and we cordially invite you to be a participant.

The College and Career Learning Studio is planning everything from the food that is going to be offered, to the people that are going to be invited. Before we began planning, we were asked to research a career that we as students are interested in. Then, we were asked to find local individuals that have a career within the particular field, as well as a local institution that provides supporting programs. I believe that you have the experience, and I also believe that you are the best candidate to be with us at the career fair. If you do accept this invitation, you won’t be alone. I will also be contacting an experienced individual from the University of New Hampshire, hoping that they will also accept this invitation. I will be accompanying you during the fair as well.

Once I have confirmed my participants, I will create a display that will provide information about the career path that I wish to follow. During the career fair, the three of us will be required to offer the students here at PMHS valuable information that they need to have a successful college and career experience. I will be evaluated on everything from planning the fair to executing the fair, so I will be taking this seriously.

The date of our fair is Thursday, April 17th, and it will run from 8:00-11:00 AM. Set-up will begin at 7:00 AM. We will provide you everything you need, including electrical needs, internet, tables, and chairs. We will also serve our participants refreshments. Please be aware that we have also invited local media to cover this event. I hope that you accept this invitation, as well as choosing to represent your career path well to the students of PMHS.

Sheila Ward (sward@pittsfieldnhschools.org) and Sarah Carri (scarri@pittsfieldnhschools.org), our teachers, will provide answers to every question you have about the fair. Please email them if you wish to participate. Once they have your email, I will be responsible for keeping in touch with you in order to discuss further steps in preparing the career fair.

I thank you for your time and consideration.

Sincerely,

Chase Gaudette