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Chris Griffin

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Dear Mr. Griffin,

My name is Madison Johnson and I’m a junior a Pittsfield Middle High School (PMHS). Right now my College and Career Readiness learning studio has been working the planning and event organization of our College and Career Fair, which will be our final project concluding the class. In previous years, many local business owners and professionals in their industry are invited to discuss what their job/industry is like and how they came about.

As part of the project, we have been asked to invite someone that works in our chosen interest. After some research I decided that you’d be a perfect fit for our career fair for students like myself interested in advertising and marketing. I would like to invite you to be a part of our whole-school learning experience. In addition, we are required to invite a post-secondary institution as that offers a supporting program in your area of expertise. I will be contacting Johnson & Wales University in Providence, RI to accompany you and share out information with our students.

Once the participants have been confirmed, I will be putting together a visual full of information about the career and is professional in appearance. I will be required to stay in contact with you about important information and be prepared to introduce you to students who may have any questions involving the career, yourself, and the booth. The three of us will be working together to ensure that the information is delivered and that the students are well prepared with valuable college and career information. I am being evaluated throughout this entire process from planning to execution so I have every intention of taking it seriously and remaining professional.

The date of our 21st Century Business Exploration and Career Fair is Thursday, April 17th and will run from 8-10 am. The set up time begins at 7:00am. We will have tables, chairs, and electrical/internet capability if it is required. Refreshments will be served to our participants and we have invited local media to cover the event. I hope that you will consider this opportunity and choose to represent you profession to us students of Pittsfield Middle High School.

Sincerely,

Madison Johnson