

# Edward Cerveny Middle School

15850 STRATHMOOR

DETROIT, MI 48227

(313) 866-9600 FAX (313) 866-9626

Gladys Stoner, Principal Maurice Bulls, Assistant Principal  
(LOCATED AT PURITAN, ONE BLOCK EAST OF HUBBELL)

March 3, 2008

Dear \_\_\_\_\_,

We are pleased to announce that on Wednesday, April 16<sup>th</sup> Edward Cerveny Middle School will be holding its *Annual Career Day*. We are looking forward to having our students meet with successful role models willing to share their life and career experiences. We would be honored to have you come and speak to our students in their classrooms on this day.

The schedule will be as follows:

- ❖ 9:00 a.m. - Hospitality and welcome for guest participants in the library
- ❖ 9:20 a.m.-10:10 a.m. - 1<sup>st</sup> period classroom visitations
- ❖ 10:20 a.m.-11:10 a.m. - 2<sup>nd</sup> period classroom visitations
- ❖ 11:15 a.m.-12:35 p.m. - 3<sup>rd</sup> period classroom visitations plus lunch
- ❖ 12:45 p.m.-1:35 p.m. - 4<sup>th</sup> period classroom visitations
- ❖ 1:45 p.m.-2:30 p.m. - 5<sup>th</sup> period classroom visitations
- ❖ 2:40 p.m.-3:30 p.m. - 6<sup>th</sup> period classroom visitations

Below is a schedule from which you may select your preference for the *time(s)* you will be able to attend. It is our hope that you can participate in our career day and assure its success. Thank you for your time and support.

Yours truly,  
Mrs. K. Bradfield  
Cerveny Counselor

Please complete and return the tear-off sheet below.

Yes, I will attend. Please schedule me for the time(s) as follows:

1<sup>st</sup> Period             2<sup>nd</sup> Period             3<sup>rd</sup> Period (includes lunch)

4<sup>th</sup> Period             5<sup>th</sup> Period             6<sup>th</sup> Period

NAME and OCCUPATION \_\_\_\_\_

NAME of FIRM and ADDRESS \_\_\_\_\_

TELEPHONE, FAX and/or E-MAIL \_\_\_\_\_

Kindly confirm by mail, fax, phone or e-mail by Friday, April 11th, to the attention of Mrs. K. Bradfield.  
PHONE: 313-866-9597 or 313-866-9600 FAX: 313-866-9626 E-MAIL: karen.bradfield@detroitk12.org