

Edward Cerveny Middle School

15850 STRATHMOOR

DETROIT, MI 48227

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

Denise Booker, Principal Maurice Bulls, Assistant Principal
(LOCATED AT PURITAN, ONE BLOCK EAST OF HUBBELL)

March 2, 2009

Dear _____,

We are pleased to announce that on Wednesday, April 8th, 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:

- ❖ 7:30 a.m. - Hospitality and welcome for guest participants in the library
- ❖ 8:00 a.m.-8:50 a.m. - 1st period classroom visitations
- ❖ 8:55 a.m.-9:50 a.m. - 2nd period classroom visitations
- ❖ 9:55 a.m.-11:20 a.m. - 3rd period classroom visitations plus lunch
- ❖ 11:25 a.m.-12:20 p.m. - 4th period classroom visitations
- ❖ 12:25 p.m.-1:20 p.m. - 5th period classroom visitations
- ❖ 1:25 p.m.-2:20 p.m. - 6th 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:

1st Period 2nd Period 3rd Period (includes lunch)

4th Period 5th Period 6th 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 3rd, 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

