

February 2, 2017



Dear Career Day Speaker:

Thank you for volunteering to share your professional experience and career information with our students at Hanover High School! Our goal is to provide our students with speakers who are excited about what they do and will help our students start to see all the wonderful future possibilities that education creates for them. Our program is successful because of wonderful people such as you who generously donate time. We are truly grateful for your participation.

We recommend you prepare for a 30 minute presentation, allowing time for questions, that you will deliver 3 times. Your talk should include information regarding your educational background and any special training and skills needed for your particular career. Tell the students how you arrived on your chosen career path. Point out how successful students and successful adults share many of the same skills, character traits and good work habits. Be prepared for questions about salary. If you are comfortable discussing salary, we suggest you give them more of a “possible salary range” for your job type instead of getting into specifics.

Students prefer engaging handouts, visual aids, hands-on activities, props, and anything that keeps them actively involved in the presentation, however, we ask that you use good judgment to insure that all items used are in good taste and appropriate for an audience of 14-17 year olds. Please let us know in advance if you will be sending anything home with the students, so that our administration can approve it for distribution. We also need to know **in advance** if you will have any audio-visual needs. In most cases, we can provide computers/presenters, DVD players, VCR's, TV's, document cameras and overhead projectors.

We are looking forward to seeing you on March 31st. Please call us if you have any questions at 717-637-9000 x 306 or email [KHively@Hanoverpublic.org](mailto:KHively@Hanoverpublic.org)

Sincerely,

*Kari Hively*

Kari Hively

Hanover High School Guidance