Dear Parents/Guardians:

The Counseling Department at Meridian Junior High is asking for volunteers to participate in our Spotlight on Careers program to be held on Thursdays of each month beginning Feb. 4. Presentations will begin at 11:00 and conclude at 1:00. This will allow all students to attend during their scheduled lunch period. Therefore, as a speaker, you will present 3 different times, one time per grade level for approximately 25 minutes with about 10 minutes between each presentation. Students will bring their lunch into the designated classroom for the presentation.

Our goal in this program is to orient our students toward various occupations. This will include an explanation of entry-level requirements, the pluses and minuses of particular jobs, and, most importantly, your own personal insights into your occupation.

We believe that this kind of endeavor will lead to more informed choices of careers by our students.

We are confident that our students will enjoy listening to you and benefit from your presentation. Similarly, you should find the experience to be rewarding as well.

Dates available include: Thursday, Feb. 4, 11, 18, 25  
Thursday, March 4, 11, 18, 25  
Thursday, April 8, 15, 22, 29  
Thursday, May 6, 13

If you are interested in speaking at our Spotlight on Careers, please call or email with a date that works best for you. On the back of this sheet is a list of ideas for your presentation.

Thank you for participating.

Sincerely,

Mrs. Carla Miller, School Counselor  
815-645-2277 (Ext.) 4330  
cmiller@mail.meridian223.org

Mrs. Heidi Oltmanns, LSSI Counselor  
815-645-2277 (Ext.) 4308  
holtmanns@mail.meridian223.org
In your presentation please cover the following areas:

1. A brief explanation of your current position and duties.
2. What education does your current position require?
3. What are the advantages and disadvantages of this type of career?
4. What changes do you see in your career field in the next ten years?
5. What suggestions would you make to students wanting to enter this career?

Enclosed is a list of suggested ideas for the presentations. You are welcome to do your own thing because the students will appreciate your efforts.

Hands-on activities work well with students. Possibilities might be completing a form, role-playing with a script you have prepared, or demonstrating with materials used in your profession. However, we only have about 20-25 minutes so time is limited.

Barbizaon: Schools of Modeling and Personal Development (Lecture Series)
Lecture Topics include: **Be a Better You!** Covers personal development, success factors, and how each individual can work to become and effective team player.

**Self-Confidence/Self-Esteem:** First impressions; handshaking, eye contact, body language, and how to have a winning personality. How feeling great about yourself can be fun.

**The Art of Communication:** Learn to have great voice projection and feel full of confidence.
CAREER DAY PRESENTATION IDEAS

- What is a typical day like for you?
- What training or education is needed?
- What skills and interests are needed to facilitate your job?
- What is the demand for someone in your profession and in the future?
- What are the types of jobs available in your work?
- What are some positive working traits such as good attendance, positive attitude, working well with others?
- What can students be doing now to prepare for your profession?
- What are some favorite and least favorite parts of your job?
SPOTLIGHT ON CAREERS PRESENTATION IDEAS:

- A brief explanation of your current position and duties.
- What education does your current position require?
- What are the advantages and disadvantages of this type of career?
- What changes do you see in your career field in the next ten years?
- What suggestions would you make to students wanting to enter this career?
- What is a typical day like for you?
- What are some positive working traits necessary for your position like, attendance, positive attitude, working well with others?
- What can students be doing now to prepare for your profession?