



Cambridge Chamber of Commerce

Co-Sponsors: Cambridge School Department '85
Cambridge School Volunteers

(617) 876-4100

CAMBRIDGE, MASS.

March 28, 1985

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Cambridge School Volunteers

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Dear Sir/Madam:

Plans are being formulated for Career Forum '85, a two day program which will involve students, local businessmen and women, parents, and Cambridge School Department Personnel. The Career Forum '85 will take place on May 16 and 17, 1985 in the Field House at Cambridge Rindge and Latin School during the hours of 8:30 a.m. - 3:00 p.m. both days and 5:30 p.m. - 8:30 p.m. Thursday night for Community participation.

The Career Forum 1985 is planned as a community effort. Our Program has been designed to help students and other members of the Cambridge Community explore as many career fields as possible. Career Forum '85 is a career, job and informational activity.

We are asking you to share both factual and personal career experiences with our students. To present an accurate picture of your career, we suggest that you explain entry level positions and future career options, noting positive and negative features of your own occupation. In addition, your offering of current job openings will initiate a closer relationship between local businessmen and women and our Cambridge Students.

Members of the Chamber of Commerce have been working closely with Cambridge School Department personnel in the planning and implementation of these programs.

From our side you can expect strong school organization, prepared students from Cambridge Rindge & Latin and neighboring communities, in addition to members of the local community. The students will also have a "built in" task project that they will be required to complete during the Forum.

In order to defray the cost of Career Forum '85, we are asking each company to contribute the sum of \$200.00 which will cover the cost of location, your booth (8' high backwall -- 3' high side rails -- one 6' draped table -- two folding chairs -- one exhibitor I.D. sign), food and advertising.

Please make your checks payable to:

C.R.L.S. -- Career Forum '85 and
attach your check to the reply form provided.

359 Massachusetts Avenue Cambridge, Massachusetts 02139

. We look forward to this program with much enthusiasm. We need your assistance to help us make it a successful event that services our Cambridge Community.

Sincerely,

The Steering Committee

For further information please contact:
Carole Gentile 498 - 9200 x 9414

Reply Form

Our organization will participate in the Career Forum_____

Our organization will also provide job oportunities_____

Company_____Contact Person_____

Address _____Phone # _____

Please return by April 12, 1985 to:
Carole Gentile
Career Resource Center
Cambridge Rindge & Latin School
459 Broadway
Cambridge, Ma. 02138

Comm. from the Cambridge Chamber of Commerce Steering Committee Re: Career Forum '85, a two-day program involving students, local businesspeople, parents & School Dept. personnel to be held May 16 & 17, 1985 at CRLS.

In City Council,

APril 1, 1985

Placed on File