



CASS CAREER CENTER

1600 East Elm, Harrisonville, MO 64701
(816) 380-3253 FAX: (816) 884-3179
casscareercenter.com



Jim W. Spencer
Director

Gina L. Smith
Assistant Director

Jeanette Miller
Adult/Community
Ed Coordinator

Kristin Quinley
Counselor/CRE

March 1, 2010

Dear Recruiter:

Cass Career Center will hold their annual Career/ Placement Day on Friday, April 16th, 2010. We would love to have a representative from your school or organization to attend. The sessions will be from 8:00 to 10:15 A.M. and 11:40 to 2:30 P.M. The representative will need to be present for both sessions if possible.

Our students are primarily high school juniors and seniors from Harrisonville High School and surrounding districts. We do have a small population of adult students who attend as well. Our students have asked for an opportunity to talk with individuals from your school and/or military branch about their future plans.

Table space will be provided for you if you let us know in advance that you are coming. If you need power please let us know. Please return the bottom of this letter by mail or fax by Friday, March 26, 2010.

We are looking forward to working with a representative from your office.

Sincerely,

Kristin Quinley
Counselor

___ I will be attending

Name of Organization

Representative Attending

Telephone Number

.....
___ I cannot attend

Name of Organization