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Letter 27

19th October 2020

Dear Parent/Carer

Year 13 Virtual Mock Interviews

We usually run mock interviews for students in Year 12 in the summer term and as these could not take place this year, we are hoping to run them next month for students now in Year 13. This will be on voluntary basis and we hope a number of students will sign up to take part in this event.

The interview would be with a local employer, based around the student's CV which they completed earlier this year. They would last around fifteen minutes with five minutes at the end for feedback on their CV and interview technique.

The benefits of doing this are:

- Opportunity to experience a virtual interview which many won't have had the chance to do yet (this is the way that job and university interviews are likely to be done for the foreseeable future)

- Gain an understanding of how these interviews work technically

- Have their CV looked at by someone who is experienced in what should be included and get some useful tips on how it could be improved

- Get useful feedback on how they performed in the interview and opportunity to discuss how they could improve

- It would only take twenty minutes.

We would be grateful if you could encourage your son/daughter to sign up for this opportunity (by 10am on Wednesday morning).

We hope this will be a rewarding and informative activity, giving students the chance to benefit from getting valuable advice from experienced interviewers who know what employers are looking for when recruiting staff. This will hopefully give them confidence in the future when they are required to submit a CV or attend an interview whether this be for university, volunteering or applying for an apprenticeship.

Yours faithfully

Miss S Bond
Careers Coordinator