



2nd October 2019

Dear Parent/Carer

Preparation for Year 11 Practice Interviews Day

This morning's Year 11 assembly was about preparing them for the Practice Interviews Day on Friday 15th November. On this day, each student will have a formal interview with an external interviewer. The purpose of this activity is to help prepare students for job and other interviews they are likely to experience over the coming years. Students should wear smart business clothes (appropriate for attending an interview). They will be on normal timetable for the day but will be permitted to leave their lesson to attend their interview and should then return to their lesson as per normal.

Over the next five weeks we would like your child to prepare for their interview by doing the tasks below. The activities should take the student no longer than three hours to complete and all resources are on SharePoint in the Year 11 Careers area.

1. Prepare a CV

Read through the '**Preparing a CV**' PowerPoint and then use one of the **CV templates** provided to produce their own CV.

Your child's practice interview will be based on their CV, so it is very important that they include as much information as they can about their 'competencies'. Please encourage him/her to mention:

- visits to businesses/organisations on Business Day in July - what they experienced and what they learnt.
- their role in the Business Game in school last July - particularly what 'part' they played in their business and if they won a 'best business' or 'employee of the day' award.
- any school awards they have won, to provide evidence of their skills, eg 'I feel that I am hard-working and received 20 house points over the last half-term'. (Awards may be for subjects, good attendance, ties and colours for sport, participating in a drama production, maths challenge.)
- any voluntary work they have done.

Students should hand in a copy of their CV to Mrs Calvert by no later than Monday 4th November.

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If you could help your child to practise these by interviewing your child yourself or by encouraging him/her to ask a friend to do this. Some additional **Interview Tips** are also available on SharePoint.

When students return to school after the half-term holidays, they will receive an additional assembly to give them some final details about their Interview Day and some last minute tips from a professional HR Manager.

If you require any further information please do not hesitate to contact me at:
scalvert@st-peters.surrey.sch.uk.

Yours sincerely

Mrs S Calvert
Careers Lead