



Headteacher
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Sandhurst School

the opportunity to succeed

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5th October 2017

Dear Parent / Carer

Re: Year 11 Interview Skills Day – Tuesday 14th November 2017

In an increasingly competitive market place, it is important that young people are given the opportunities that will help them to stand out and shine in the world of work. Developing the skills and qualities that employers are looking for helps increase confidence and give young people that competitive edge and desire to succeed.

Over the coming year there will be a number of activities that students will be able to take part in, to ensure they are developing key skills that will allow them to fully engage and make the most of these unique opportunities.

Timely events are crucial and with this in mind we are currently preparing to host an interview skills day for Year 11. The day will allow students to speak with real employers and the chance to practise their interview techniques.

To prepare for this event there will be two PHSCE lessons devoted to Year 11, to put together their CV's and choose an interview that they think would best suit the career pathway they might like to explore in the future.

On the interview day itself there will be an opening presentation from Michael Cooke, Managing Director of Romans Estate Agents followed by 10 minute interviews for each student. We expect every student to dress smart and treat the occasion as if it were a real interview, smart business attire is required, such as a shirt, tie, trousers, dress, blouse, skirt & sensible shoes. Tips and advice will be shared through PHSCE lessons but students are encouraged to practise their answers and questions at home in the lead up to the event. Prizes will be awarded by Romans for the best interviews.

We hope you will agree that this will be a fantastic opportunity to gain valuable interview experience and support your son/daughter through this stage. The interview skills day will take place on **Tuesday 14th November 2017**.

Should you have any further questions please do not hesitate to contact either myself or Mrs Nicholls, Work-related Learning Coordinator.

Yours sincerely

Mr P McKane
Business Studies, Subject Leader



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