



Headteacher  
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# Sandhurst School

the opportunity to succeed

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20<sup>th</sup> November 2018

Dear Parent / Carer

## Re: Year 11 Interview Skills Day – Thursday 13<sup>th</sup> December 2018

In an increasingly competitive market place it is important that young people are given the opportunities that will support 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 can take part in to ensure they are building those skills and we encourage all students to fully engage to 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 practice and polish their interview techniques.

To prepare for this event there have been three PHSCE lessons devoted to Year 11 to put together their CV's before they 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 Rupert Atkinson, of Romans Estate Agents followed by 10 minute interviews for each student. We expect every student to dress accordingly and treat the occasion as if it were a real interview, smart business attire only; shirt, tie, trousers, dress, blouse, skirt & sensible shoes. Tips and advice will be shared through PHSCE lessons but students are encouraged to practice their answers and questions at home in the lead up to the event. Prizes will be awarded by Romans to Star Interviewees.

We hope you will agree that this will be a fantastic opportunity to gain valuable interview experience and support your child through each stage.

The interview skills day will take place on **Thursday 13<sup>th</sup> December 2018**.

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 & Enterprise Subject Leader



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