



Headteacher  
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# Sandhurst School

the opportunity to succeed

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30<sup>th</sup> June 2023

Dear Parent/Carer(s),

## Re: Year 10 Interview Skills Day – Tuesday 4th July 2023

A quick reminder that the Year 10 students have their Interview Skills Day next week. The timings for this have been finalised, your son/daughter can find their interview time and location in one of the following places:

- Careers Classroom (code jpv25su)
- One one of the two posters in the canteen
- At reception
- Year 10 tutors have a copy of the schedule
- With Mrs Hoekstra in her office in Sixth Form

CVs should have been submitted, if you have not you can still send them in to Mrs Hoekstra via email - [choekstra@sandhurstschool.org.uk](mailto:choekstra@sandhurstschool.org.uk).

On the interview day itself there will be a schedule where each student gets a 10-minute interview. 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 and sensible shoes. There is no requirement to buy a suit or dress. School trousers/skirt with a white shirt(tie)/blouse is perfectly acceptable. Tips and advice are shared on the Google Career Classroom but students are encouraged to practise their answers and questions at home in the lead up to the event. Certificates will be awarded to Star Interviewees.

We hope you will agree that this will be a fantastic opportunity to gain valuable interview experience and support your son/daughter through each stage. The interview skills day will take place on **Tuesday 4<sup>th</sup> July**.

Should you have any further questions please do not hesitate to contact either myself or Mr Southwood.

Yours sincerely,

**Mrs C Hoekstra**  
Careers Coordinator

