



Headteacher

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Sandhurst School

the opportunity to succeed

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14th June 2024

Dear Parent/Carer(s),

Re: Year 10 Interview Skills Day – Tuesday 2nd July 2024

In an increasingly competitive marketplace, 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 gives young people that competitive edge and desire to succeed.

Over the coming year, as students move through Year 11, 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 10. 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 students have already created their CVs in their LIFE lessons, which will need to be submitted to me by the **21st June 2024**. The job descriptions have been added to the Careers Classroom, where they can view the different jobs available. We will need your son/daughter to complete a very simple [application form](#) to let us know which position they would like to interview for, this will be chased up in Tutor Time as well. If they don't have access to the Careers Classroom they can join it using the class code **jpv25su**.

Any student who does not complete the application form will be randomly assigned an interview.

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 & 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 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. 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 2nd July**.

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

Yours sincerely,

Mrs C Hoekstra
Careers Coordinator

