



November 2018

Dear Parent/Carer

Year 11- You're Hired – Wednesday January 9th 2019

On Wednesday 9th January all Y11 students will have the opportunity to have a 'You're Hired' interview with an experienced external business person who has volunteered to help and support our young people. These individuals are from all walks of life including Marketing Executives, Team leaders, and Managing Directors from various industries.

The interviews are designed to give the student first-hand experience of an interview, the questions they may be asked and the feelings they may experience when having to talk about themselves in a formal situation with somebody they do not know. The students will complete an application form or CV and covering letters during tutor time, weeks commencing **December 3rd until December 12th** and completing it at home. We are all confident this experience, will benefit them in college interviews, work placements or just applying for part time or full time work. The application form can be downloaded from the school website, under the Careers Advice Heading-You're Hired application form. The deadline for applications and covering letters to be submitted to tutors is **Monday January 7th 2019.**

The interviews will take place throughout the school day and I, in my role as careers advisor, will be on hand to offer support and guidance. Students should wear smart business dress or school uniform. Students will be interviewed for up to fifteen minutes and given feedback from the professionals so that they gain the maximum benefit from the experience.

You can support your child further with this task by discussing interviews you have had, how the interview process works in your industry and help prepare them for these key questions.

1. Tell me something about yourself.
2. What are your strengths?
3. What would you see as your weakness?

We hope that every student will benefit from this opportunity in a positive manner and this has certainly been the experience of the Year 11 and 13 students who took part last year. If you have any questions or queries, do not hesitate to contact me at school.

Yours sincerely

Sara McKay - Careers Advisor

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