



November 2023

Dear Parent/Carer

## **Year 10 Careers Programme - CV and Mock Interviews**

As part of our careers programme we want to provide students with a variety of opportunities and practical experiences to help prepare them for the world of work.

During our Extended Learning Day on 16 November, students will be writing their first CV on Unifrog, our digital careers platform. Students will be completing a CV template which will include writing a personal introduction, and listing their unique skills, work experience and interests.

This activity will be followed by a student mock interview scheduled for Monday 11 December. We will be joined by over 30 volunteers from a variety of industry sectors to provide a realistic experience of the interview process.

Each student interview will last for 20 minutes and has been designed as a positive encounter to help students learn how to answer challenging questions, develop interview strategies, improve their communication skills and reduce stress before an actual interview in the future. The students will receive positive feedback on their performance along with some recommendations on areas for development.

The CV will form part of the interview process, so it is important that these are completed and printed out prior to the interview ready for the student to hand to the interviewer. The CV will be saved on your child's Unifrog account and can be edited and revised up until the mock interview day.

Parental discussions about career aspirations are a useful part of the preparation process for your child and I would be grateful if you could review your child's CV with them prior to the mock interview to ensure that they get the most out of the experience.

Yours sincerely

Mr L Roberts  
Assistant Headteacher