



Congleton High School

Achieving Success Together

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Headteacher: Mr J Barlow  
BA (Educ) Hons, NPQH

May 2022

Dear Parent/Carer

**Re: Mock Interview Week**

As you are aware, your child has been preparing a CV and covering letter in preparation for a Mock Interview Event which is to be held during the week beginning Monday 26 September 2022. We have over 25 employers from various sectors who have volunteered to support this event.

The purpose of the Mock Interview Event is to give your child an insight into how to answer interview style questions, develop interview strategies, improve confidence and communication skills, and to help reduce stress before an actual job interview.

I have attached a presentation which will help your child to prepare for their interview, and although this was shown to them during an assembly recently, it is crucial your child reads through the presentation again so that they can prepare adequately.

Resources to further support your child completing this task can be found on the Year 10 Team – 2018 Intake – in the Year 10 Transition channel. Here, there are tips on how to write a CV and a selection of job descriptions of which, your child must select one to apply for.

Students will have opportunities to complete their applications during registration time for two consecutive weeks after half term. However, it is advisable that your child also progresses with the application in their own time. The deadline for completion of the CV and application is Friday 24<sup>th</sup> June 2022 and this has been set on Satchel One. Completed CVs and application letters should be emailed to Mrs Sanders on [jsanders@congletonhigh.com](mailto:jsanders@congletonhigh.com)

Kind regards

Mrs J Sanders  
Careers Lead / Teacher of Social Science.