



September 2016

Dear Parent/Carer

Hodgson Academy is seeking volunteers from the business community for its annual Mock Interview Evening on **Thursday 10th November 2016**. We need volunteers, with interview experience in business or industry, to participate in this event. This expertise will help to create as realistic a taster as possible for our current Year 11 students (aged 15 and 16) as to what they can expect in future college / work interviews.

The mock interviews will take place at Hodgson Academy, Moorland Road, Poulton, on Thursday 10th November, 7pm-9pm. Each student will have been given a job advertisement and asked to prepare a CV in advance. All volunteer interviewers will be fully briefed beforehand on this advertisement and potential questions and handed copies of any CVs required by their interview panel. Each interview will last around 15 minutes, and be followed by five minutes feedback.

We hope to attract volunteers with a varied range of experience and skills. It has been highlighted during previous events just how valuable this opportunity is for students to practice their interview technique.

If you would like to volunteer or know someone else who might, please contact me on telephone 01253 882815 or via email c.baran@hodgson.lancs.sch.uk In return for giving up time and expertise at the mock interviews, all volunteers will be invited to a buffet beforehand from 6pm.

Please do not hesitate to get in touch if you require any further information.

Yours faithfully

C Baran

Mrs Christine Baran
LRC/Applied Learning Officer

