



**PEMBROKE**  
A PRIORY ACADEMY

10<sup>th</sup> January 2023

Dear Parents/Carers

On Tuesday 7<sup>th</sup> February we will be hosting a Mock Interview Day for all Year 11 students. The day will start at 9.10 and finish at 3.05pm. All students will be interviewed for 20 minutes by an external employer in a school office/classroom. I have tried, where possible, to match student interests to the employer's industry.

Students are aware of Mock Interview Day as they have had a form time information session which included what to wear. They have been asked to come into school wearing smart business dress. No jeans or sportswear, please. I have collected a stockpile of men's and women's office wear which students can help themselves to for free upon request.

The purpose of Mock Interview Day is to help students to learn how to answer difficult questions, develop interview strategies, improve their communication skills and reduce stress before an actual job interview. It is completely normal to be nervous on the day but I hope you will join us in encouraging your child to participate.

Before Christmas all students were involved in a CV and interview skills workshop and over the next few weeks this will be revisited to support them in feeling prepared for the day. As you may be aware, some employers ask for an application form instead of a CV. To make this experience as close to reality as possible, students interested in areas such as the NHS will be given an application form to complete. If they do not already have a finished CV, students will be given some time to work on it during form time, break and lunch time but they may need to spend some time developing it outside of school.

Students have been informed that they either need to hand in or email their completed CV or application form to [hromain@prioryacademies.co.uk](mailto:hromain@prioryacademies.co.uk) before Tuesday 31<sup>st</sup> January.

Please do not hesitate to contact me at the Academy should you wish to discuss any aspect of this day.

Yours faithfully

**Miss H Romain**  
**Careers Co-ordinator**

**Headteacher:** Mr S Evans

**The Priory Pembroke Academy**, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

**Tel:** 01522 751040 **Email:** [generalenquiries@priorypembroke.co.uk](mailto:generalenquiries@priorypembroke.co.uk) **[www.priorypembroke.co.uk](http://www.priorypembroke.co.uk)**

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

Registered Company No: 6462935. DfE Registration No: 145052

