

16 January 2020

Dear Sir/Madam

Careers Workshop – Friday, 27 March

On behalf of the Governors and Headteacher, I am writing to enquire if you would be able to offer your support at our annual careers workshop, which takes the form of a speed networking session and mock interview day.

The event takes place in school on Friday, 27 March with a purpose to:

- Raise career aspirations of our current Year 10 students (137 students in total)
- Enable students to engage with employers
- Experience an interview process

This is a great opportunity not only for the students but also for local employers to promote career opportunities and engage with the young people who may be their future workforce. Furthermore, sharing your career journey and talking about it can inspire them into roles they may not have considered.

The school understands that time is valuable and appreciate that you are willing to share your career journey with our students.

The event starts at 08.50am (arrive at 08.30am) and will finish at 1.00pm.

08.50 to 10.20 Speed Networking

In groups of approximately eight, pupils will take part in a speed networking session. Here pupils will move around the local employers and have a 10 minute Q&A session with a range of different organisations.

10.20 to 10.45 Break (refreshments provided)

10.45 to 1.00 Mock Interviews

Pupils will each have a 10 minute one-to-one interview with employers. Pupils will bring a CV and letter of application.

Please contact me directly on n.gee@priory.lancs.sch.uk to confirm if you are able to attend or not.

I look forward to welcoming you to our school.

Yours sincerely



Mr N Gee
Assistant Headteacher

