



Eden Girls

Friday 19th October 2018

9th Safar 1440

'Assalamu Alaikum – Peace Be Upon You'

Dear Parent/Carer

I am writing to inform you of an important event which will be very beneficial for all our pupils as they look forward to opportunities after completing their education at our school. Your daughter has been given a unique opportunity to experience a job interview in school.

Recently, your daughter has been given a list of real job vacancies for which she has had to prepare her CV and covering letter. The interviewers will be external providers who will create a realistic environment in order to prepare your daughter for any real life interviews that she may soon participate in.

The 'Mock interview' event will take place on **Friday 2nd November** between **12.15pm – 3.00pm**. Your daughter will be given a 30 minute time slot during these hours for her interview. She will be expected to dress in smart business attire on that day in preparation for the interview. As a guide, smart business attire should consist of a smart skirt/trousers, a shirt, a blazer and formal shoes.

After the interview, the interviewer will give constructive feedback to each pupil and offer further tips and suggestions for future reference.

If you have any questions about this 'Mock interview' event, then please do not hesitate to contact the school on the telephone number below and ask for Miss Iqbal, Head of Year 11.

Yours faithfully

Mr Sheikh
Principal