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6 April 2011

To: Year 12 Parents

Dear Parents

**Curriculum Vitae and Personal Statement for
Practice Interviews – Monday 6 and Tuesday 7 June**

In the past all pupils applying for university underwent some sort of interview. Nowadays, apart from those applying for Oxbridge or Medical School, applicants for Higher Education courses are less likely to be interviewed. Having said that, some faculties may choose to use interviews to help them make their selection. One thing is certain, however, that when your son or daughter applies for a job or a place on a Gap Year project they will definitely be interviewed.

We have, therefore, arranged practice interviews for all Year 12 pupils as preparation for the future, whatever their immediate plans might be. The interviews have been scheduled as follows:

**Monday 6 June – Grant and Latter
Tuesday 7 June – Smith and Whitcombe**

Your son or daughter should make a note of their interview date. If for any reason, e.g. university open days, sporting fixtures, driving test etc, they know they will be unavailable on that day I would be very grateful if they would let the Careers Secretary know at careers@pgs.org.uk as soon as possible. We are very happy to arrange for them to be interviewed on the alternate date, but it is difficult to rearrange interviews once a timetable has been planned.

In General Studies on 31 March pupils received a briefing on how to write a CV and Personal Statement and have been asked to complete this by Thursday 28 April. The CV and Personal Statement will be sent to the interviewers in advance of the interviews. The process of writing a CV and Personal Statement should not take more than an hour or two. A CV should be no more than two sides of A4 and the

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Personal Statement one side of A4. If a pupil has made a decision about their university course then the Personal Statement can be used to persuade the interviewers of the pupil's suitability for the course. If a pupil has not yet made up their mind, then it is perfectly acceptable to state this and let the interviewers know the options being considered. The Personal Statement should also expand on points in the CV, inform the interviewer of the pupil's aspirations for a future career and highlight extra curricular activities and hobbies.

Time spent on preparing an impressive CV and Personal Statement will not only save embarrassment in the interview but also time and effort when it comes to completing the UCAS application later in the year.

Pupils should prepare the CV and Personal Statement using Microsoft Word and save it as ONE document named 'SurnameCVPS' . Email it to me as an attachment at careers@pgs.org.uk.

The interview panels are made up of current and past parents, Old Portmuthians and local business people who give their time freely to help our pupils prepare for university application and the world of work. We try to match the interviewers' expertise with a pupil's aspirations, but this is not always possible.

Tutors will help with the preparation of CVs and Personal Statements; if you could be involved as well I am sure that would be of great benefit.

Yours sincerely

A R Hogg
Head of Careers