MEC PTA,

 Moyglare Road,

 Maynooth,

 Co Kildare.

 27 February 2017

**Re: Maynooth Education Campus Mock Interview Evenings**

Dear Parent/Guardian

We are writing to invite your 5th year student to attend our annual Mock Interview Evening which will take place on Tuesday 4th and Wednesday 5th April 2017 in the school.

Your student will have had the opportunity to attend an in school seminar on CV preparation and interview presentation and should bring a typed and neatly presented CV along with a typed Cover Letter applying for a job in their chosen career on the night of interview. If you have two areas of interest please refer to them both in the cover letter.

He / she can attend for interview on either evening to be arranged with the Guidance Department and should be dressed neatly in their school uniform for the interview.

The interview will take place in a relaxed and friendly atmosphere with two adult volunteer interviewers and is designed to give a taste of an interview experience to the student and feedback will be given in a positive way. A feedback sheet will be given to the Guidance Department after the interview and can be obtained by the student from their career guidance counsellor after the event.

We would ask you to encourage your son / daughter to attend for interview which we hope will be a rewarding experience for them.

We look forward to seeing the students on the evening - any queries can be sent to mecpta2014@gmail.com

Yours sincerely,

**Una Phillips**

Chairperson MEC PTA