

Dear Year 11,

Attached to these set of instructions for the mock interviews, are a number of positions that you can choose to apply for. Please take the time to read these documents carefully as they are from a variety of industries. Even if you are unable to locate your “ideal” position, please choose the closest one to your ideal and work with that. This document will also be posted on the Finley High School website in the Careers Section.

Note that in order to complete this exercise you will be required to undertake the following activities;

- i. Select a position to apply for from the attached adverts
- ii. Research both the position and the company to whom you are applying
- iii. Prepare a cover letter
- iv. Prepare a resume to accompany the cover letter
- v. Submit the cover letter and resume to paul@careerinsights.com.au
- vi. Wednesday 8th June – you will attend a mock interview of 15 – 20 minutes duration with an experienced professional;
 - a. Preparation for the mock interview will require you to attend in formal attire or school uniform
 - b. Formal attire is defined as trousers, long sleeve shirt, tie (not optional), shoes – as a minimum

As you will be applying for positions / roles that will be University Graduate roles you will be able to add appropriate qualifications and experience to your resume to ensure that this is a more “realistic” experience.

As part of the exercise you will be provided with written feedback on your interview technique, along with written feedback on both your covering letter and resume.

Also as part of this package is the Career Insights questionnaire for assisting people develop resumes. You should feel free to make use of this questionnaire to assist you in developing your resume, as it will give you an idea of what questions to ask of yourself and what content can go into a resume.

Best of luck,

Paul Tilbury



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