

MOCK INTERVIEW INVITE LETTER

Dear _____:

I am writing to request your assistance in helping to prepare our Technical Opportunities Program students for job and apprenticeship program interviews by participating in our mock interview workshop on Tuesday, October 30th 2007 at 5:00 pm.

As you know, interviewing can be an important part of the apprenticeship application process and we want our participants to be able to communicate their qualifications and enthusiasm as effectively as possible. As part of this preparation, we are providing them with an opportunity to practice their skills in a simulated interview. We need you, as a person connected with and familiar with the requirements of the industry, to play the role of employer and provide feedback that will help improve their presentation.

We will start at 5:00 pm with dinner and a pre-workshop training on our process for interviewing, scoring and providing feedback to participants. Interviews will begin at 6:00 and last until 7:30, depending on how many interviewers attend.

Your participation would be greatly appreciated and we thank you for your consideration. Please complete the attached reply form and fax it to us at 312/942-0802 or please contact Jillian at ext 211 to R.S.V.P. I will be happy to provide any additional information you require and can be reached at 312/942-1444 ext. 221.

Sincerely,

Deanna Hodges
Outreach and Client Services Manager



This product was funded by a grant awarded under the President's High Growth Job Training Initiative as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.

www.CHICAGOWOMENINTRADES.org