



Padgate Academy

Insall Road, Warrington WA2 0LN

Telephone: 01925 822 632

info@padgateacademy.co.uk

www.padgateacademy.co.uk

[padgateacademy](https://www.facebook.com/padgateacademy)

Principal: Mrs M Barclay BSc (Hons) NPQH

17th May 2021

Dear Parent/Carer,

I am writing to inform you that, as part of the academy careers programme, the whole of Year 10 will be taking part in an 'Employability Skills' workshop delivered by 'Young Enterprise'. The workshop will take place during lesson 1, 2 and 3 on Thursday 20th May.

The first part of the workshop will focus on how to write a CV and covering letter. This will help students to identify the skills they possess and the experiences they have had that would be valuable to employers. The second part of the workshop will focus on interview skills including preparation for interview and how to conduct yourself during an interview to give you the best chance of securing the job.

If you have any questions regarding this event please contact me at the academy via email reperry@padgateacademy.co.uk or telephone the academy on 01925 822 632.

Yours faithfully

Mr Perry
Careers Leader