

January 2022

Dear Professional,

My name is Jill Mortensen and I am the Activities Director at Ripon High School responsible for the leadership program and the development of young leaders. One of the key aspects to my class is gaining the knowledge of basic interview skills and professionalism. We tie this unit into professional dress, resumes, cover letters, and public speaking.

I'm putting together a panel of professionals to hold our **8th Annual Mock Interviews** with my students. You have been nominated as one of those professionals that hold a position/expertise one or more of my students have expressed an interest in pursuing.

Would you be willing to commit to a virtual or in-person (based on your comfort level & covid) mock interview for our high school leaders **via zoom breakout room style/in our main office building at RHS? We will complete this event on April 28th, 2022. The virtual style interviews will start around 4:30pm on the 28th and in person will be later in the evening starting at 6:00pm.** **Dates can vary based on your schedule/location if needed.

If so, you will be sent the student's digital portfolio URL link with a resume and cover letter, a bank of interview questions to pull from, and various other items needed for the event. During the interview, I hope you will use the grading rubric provided via google form for feedback and even give the student verbal feedback as soon as the interview is over, if you are willing. This is such an exciting way to have an impact on our next generation! Tradition has been set here with this event and my students, although nervous, look forward to this event each year.

If you are willing to participate, please provide me with your best phone number and email. I will share as much information with you as I can to make this as effective use of your valuable time as possible.

To ensure all students have access to a professional, a response as soon as you know if available would be humbly appreciated.

Thank you for your kind consideration.

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