

## Dear Valued Professional!!!

Thank you so much for taking the time to participate in our 7<sup>th</sup> **Annual Mock Interview** activity for the leadership program at Ripon High School. Within this digital portfolio, you will find the following paperwork to assist you in preparation for virtual mock interviews, via zoom breakout rooms, scheduled for April 2021.

Items you will find in this digital portfolio:

1. Student Resume – please review and critique this document to help students create a stronger resume.
2. Student Cover Letter – please review and critique this document to help students create a stronger cover letter.
3. Student questions they wish to ask of you during the interview process.
4. Bank Interview Questions to ask the student along with the basic organization (time frame) of the actual interview. This time frame does not have to be followed exactly, but merely a guideline.
5. Grading Rubric – to be completed within the interview and given to the Activities Director at the end of the event. Please follow the google form link to complete the assessment.

Thank you again,

*Jill Mortensen*

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