



Western Adelaide Secondary Schools Network

EXAMPLE WEBVET INTERVIEW LETTER

<<<Date>>>

<<<Student Name>>>

<<<Student address>>>

<<<Suburb, State, PC>>>

<<<Student Home School>>>

Dear <<<Student Name>>>

Thank you for your expression of interest for the <<<Course Name>>> course, hosted by <<<Host School>>>.

As part of the selection process, we will be conducting interviews with each student who has expressed interest in this course. At this interview, you will have the opportunity to ask any questions or discuss any issues you may have.

Your interview details are -

Date <<<InterviewDate>>>

Time <<<InterviewTime>>>

Location <<<InterviewLocation>>>

<<<OnArrival – what to do, where to go etc>>>

<<<PleaseBring (resume, reports etc)>>>

Please confirm your attendance at this interview <<<HowToConfirm (by ringing...)>>>.

I look forward to meeting you at your interview.

Yours sincerely

<<<VET Coordinator Name>>>

VET Coordinator

<<<Host School>>>

<<<Information entered through WebVET>>>