

February 27, 2016

Kim Lee  
31 Apple Crescent  
Sunnyhills

Dear Kim,

**RE: Job application**

I am writing to congratulate you on being shortlisted for interview for the temporary Administrative Assistant position we have at our school and to confirm your attendance at an interview. As discussed, your interview is scheduled for:

**Tuesday, 15 March at 4.15 p.m. at Sunnyhills High School**

The format of the interview will be interactive and we expect it to last for about forty-five minutes. We will simply ask you to tell us about your everyday working day in the light of the selection criteria and we will engage with you to clarify and explore your experience and expertise.

We encourage you to bring along to the interview any documents that may help to demonstrate the quality of your work in your current or recent position.

Regards,

*Greg Flattley*  
Principal  
Sunnyhills High School