

## CAREER PREPARATION INTERVIEW (Material submissions/finalist live)

The skill of developing a standout resume and winning at a job interview is an important aspect for young people. Through this contest, individual 4-H members will submit a cover sheet, a cover letter, application, resume, and a story. The second phase of the contest is a job interview. Be sure the job you choose and your forms represent a current job that you could apply for (summer, part-time, or after school).

**Superintendent:** Elizabeth Gambel

**Award:** Educational Trip

**Sponsor(s):**

**Grade Requirement:** 7th to 12th grade

**Entry:** Individual

**Max Entries from Parish:** 3 entries

**Scoresheet:** Refer to contest packet

**Time Requirement:** Refer to contest packet

**Contest Day/Time:** Tuesday, 9 am - 12 noon

### Contest Rules:

1. If you are a returning Career Prep Contestant, be sure to update your record book accordingly! Consider changing the Job you are applying for and update all required record forms including job application, resume, and story.
2. There are two components of this contest: Records and Personal Interview. Refer to score sheets located in Attachment 2 when completing the Record Book components)
  - **Part I: Record Book is comprised of six (6) components:**
    - a. **Personal Information Page:** Follow the outline. The cover sheet **MUST** be signed by the contestant, parent or guardian, AND Extension Agent. A good reference for resumes, reference pages, and cover letters can be found in the LSU Olinde Career Center Student Career Guide which can be obtained online.
    - b. **Cover Letter:** prepare a formal letter to accompany the job application for a job you are applying for now, not your future career. (1 page in length) (Refer to Attachment 1)
    - c. **Job Application:** complete the job application form that accompanies these contest rules. Be specific and thorough to the job you are applying for.
    - d. **Resume:** There is **NO** designated form provided. Each contestant should research the important components of a resume and prepare a resume accordingly. Contestant submits a resume giving the qualifications for the job for which he or she is applying. It is recommended that the resume be one page in length and typed in 10-12 point font.
    - e. **Reference Page:** This should include references that are not related to the applicant and should contain pertinent contact information. A good reference for resumes, reference pages and cover letters can be found in the LSU Olinde Career Center Student Career Guide which can be obtained on line.
    - f. **Personal Development Story:** the story shall be a minimum of 4 and a maximum of 6 double spaced, typed pages using 12 point font in Times New Roman or Ariel style. Refer to Story score sheet as an outline. Give examples whenever possible. Remember that this is a “Career Prep”. Focus on your present and previous work experience, your educational plans, and the career you hope to follow upon completing high school or college. A little background on your family is OK however, spend more time on your career goals and plans.
  - **Part II: Personal Interview**
    - a. The situation for the contestant’s interview with the judges will be a job the contestant **is applying for now, one that represents a present day situation.** The contestant identifies the job for which he/she wants to be interviewed and places the title of that job on the Job Application and Resume. Contestants will be asked questions relating to workplace ethics and other knowledge as indicated on the interview score sheets during the interview process. Following the interview, judges will inform the contestant that her scoring has ended and the judges will spend a few minutes visiting with the contestant highlighting strengths and suggesting areas of improvement. This will make the contest a true learning experience!
    - b. Each contestant should wear an outfit appropriate for a job interview. For males: slacks, button down shirt and tie. For females: skirt and blouse, dress, or appropriate slacks and top.
    - c. Contestants will be divided into 3 or 4 groups depending on the number of contestants enrolled in the contest. Each group will be interviewed by a team of 2 judges for a maximum of 15 minutes on the first day of the contest.
    - d. Finalists will be called back for a second interview with a team of three judges. Making the finals does not guarantee a blue ribbon grouping.
3. Two copies (one for each judge) of the above mentioned record components shall be compiled into two separate bound portfolios –**NO Ring Binders**. These portfolios shall be sent to the State 4-H Office prior to the contest. Do

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not place the individual pages in plastic sleeves. DO NOT include the blank score sheets in the portfolio. All pages of the portfolio shall be typed (12 point font in either Times New Roman or Arial style). Judges will refer to portfolios during the interviews.

The order of items to be placed in the portfolio is as follows:

- A. Personal Information Page
  - B. Cover Letter
  - C. Job Application
  - D. Resume
  - E. Reference List
  - F. 4-H Career Preparation Story
4. Score will be based on:
- |   |                   |
|---|-------------------|
| A. Personal Information Page              | 5 points          |
| B. Cover Letter                           | 25 points         |
| C. Job Application                        | 25 points         |
| D. Resume                                 | 25 points         |
| E. Reference Page                         | 5 points          |
| F. 4-H Career Preparation Story           | 50 points         |
| G. Interview Round 1                      | 110 points        |
| <b>Total possible score after Round 1</b> | <b>245 points</b> |
5. Contestants earning a second interview will be scored as follows:
- |   |                   |
|---|-------------------|
| a. Total score earned from Records        | 135 points        |
| b. Interview (Round 2)                    | 110 points        |
| <b>Total possible score after Round 2</b> | <b>235 points</b> |

\*Contestants invited to the Round 2 interviews will all begin with only their record book score\*

## Attachment 1: Guidelines for a Professional Cover Letter from LSU Olinde Career Center Student Career Guide

A well written cover letter engages the reader and makes them want to view your resume. There are two types of cover letters, Formal and Informal. A Formal Cover Letter is used for mailing, fax, uploading or copying/pasting purposes. An Informal cover letter is used for email. First let's look at a formal cover letter:

- A formal cover letter should start off with your present address on the first line; city, state and zip code on the second line; and the date you composed the letter on the third line. You should skip a line and then include the name of the Hiring Manager or contact person, followed by their title (if provided), company/organization, and the company's street address, city, state and zip code. If you do not have access to a contact name you may leave the name and title off. In your greeting, if you do not have a contact name, use an introduction such as "Dear Sir or Madam" or "Dear Hiring Manager" instead of "To Whom It May Concern".
- The first section of your cover letter should include: "Why Am I Writing?" Here you should identify the position you are applying for or the vocational interest area you are inquiring about. You should also identify how you heard of the opening or organization and why you decided to contact the employer.
- The Second section should include: "Who Am I and Why Should You Hire Me?" Here is where you can elaborate on your personal skills, experiences and qualities that relate to the position (or interest area) instead of on your actual resume. You can highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume ("Through my public relations internship at WBRZ, I have developed selling and communication skills that are essential to the position of X," sounds more informative than, "I have worked in public relations as an intern"). Explain why you are specifically interested in the employer and the type of work/location, etc.
- Lastly your third section should include what your next step should be. Refer the reader to the enclosed application, resume, vita, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Be assertive and state how you intend to follow up such as ("I will be calling you on certain date to see if an interview can be arranged" or "I will call you during the week of XX to arrange a convenient time to discuss career options"). Clearly indicate whether you or the employer will follow up and what the next step will be.

You should skip for lines between your salutation and your typed name to allow enough room for your handwritten signature. At the bottom of your document you may identify what enclosures you are submitting with you cover letter, such as application, resume, references, etc.

Next we will look at an informal cover letter:

The differences between a formal and informal cover letter are that in an informal cover letter you do not include any names or addresses in the header. The body of your letter remains the same. Also you should not leave spaces for a handwritten signature as you did for a formal cover letter. If you are attaching other documents such as a resume or references, this should be notated at the end of your letter. For an informal cover letter, the body of your email should be your cover letter and you should attach your resume. If asked for, your references should be attached as well.

Tips:

- Remember to match your skills, abilities and experiences to the job description to show the employer that you are the best candidate for the position.
- Use the company's language found in the job description. If they say customers, use the word customers instead of clients, patrons, guests, etc.
- Cover letters can be more than three paragraphs but never longer than one page. Font should be formal such as Times New Roman or Arial and font size should be 10-12 font.

*This information was obtained from: Trey Truitt, M.Ed. , Associate Director - Employment Services President-Elect, LSU Staff Senate, LSU Olinde Career Center, Louisiana State University, 158 LSU Student Union, Baton Rouge, LA 70803.*

**CAREER PREPARATION SCORESHEET**

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**PERSONAL INFORMATION PAGE SCORE SHEET SCORECARD**

<b>CATEGORY</b>	<b>POSSIBLE POINTS</b>	<b>EARNED POINTS</b>
Recent Photograph	1	
Completeness of Personal Information	2	
Signatures	2	
<b>Total Points</b>	<b>5</b>	

**CAREER PREPARATION CONTEST COVER LETTER SCORECARD**

1 page limit using 12 point font in either Times New Roman or Arial style.

<b>OUTLINE</b>	<b>POSSIBLE POINTS</b>	<b>RATING SCALE</b>						<b>EARNED POINTS</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	
Letter prepared in proper letter format	4							
“Why Am I Writing?”	6							
“Who Am I and Why Should You Hire Me”	6							
What is Your Next Step?	6							
Grammar	3							
<b>Total Points</b>	<b>25</b>							

**CAREER PREP JOB APPLICATION SCORECARD**

<b>CATEGORY</b>	<b>POSSIBLE POINTS</b>	<b>RATING SCALE (1 LOW/5 HIGH)</b>						<b>EARNED POINTS</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	
Job Title/Position Desired <i>(job for which you are applying now)</i>	2							
Name, Address, & Daytime Phone Number	2							
Hours Available to Work	3							
Education <i>(all schools attended, special classes, training (life guard, Jr. Master Gardener, etc.), if you have graduated from HS include the post secondary school you will be attending, etc.)</i>	5							
Work Experience <i>(voluntary and paid - include specific dates)</i>	5							
School, Church, or Community Activities	5							
Grammar	3							
<b>Total Points</b>	<b>25</b>							
<b>Judge's Notes:</b>								

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## CAREER PREP RESUME SCORECARD

CATEGORY	POSSIBLE POINTS	RATING SCALE				EARNED POINTS
		1	2	3	4	
Job Title <i>(job for which you are applying now)</i>	2					
Personal Information	2					
Objective	5					
Education	3					
Work Experience	3					
Resume Organization	3					
Optional Headings	4					
Grammar	3					
<b>Total Points</b>	<b>25</b>					
<b>Judge's Notes:</b>						

## LIST OF REFERENCES SCORECARD

Include 3-5 non relative references with the appropriate contact information

REFERENCES	POSSIBLE POINTS	RATING SCALE					EARNED POINTS
		1	2	3	4	5	
<b>3 References</b> <i>(not related to the candidate)</i>	5						
<b>Total Points</b>	<b>25</b>						
<b>Judge's Notes:</b>							

# CAREER PREPARATION SCORESHEET

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## MY 4-H CAREER PREPARATION STORY SCORECARD

This story is to be a minimum of 4 pages in length not to exceed 6 pages and typed using 12 point font in either Times New Roman or Arial style. Address each of the topics below.

TOPICS TO BE ADDRESSED	POSSIBLE POINTS	RATING SCALE (1 LOW/5 HIGH)								EARNED POINTS
		1	2	3	4	5	6	7	8	
<p><b>Self introduction</b> <i>(What do you want the people reading your story to know about you?)</i></p> <ul style="list-style-type: none"> <li>Emphasize your goals and plans <b>AFTER HIGH SCHOOL</b> graduation and post secondary</li> </ul>	3									
<p><b>Reviewing the job description you have obtained for the job you are applying for today discussion:</b></p> <ul style="list-style-type: none"> <li>What job are you interested in and why?</li> <li>What are the responsibilities for this job?</li> <li>What skills do you presently have to be successful for this job?</li> <li>What skills must you acquire to be successful in this job?</li> <li>What plans must you make to ensure that you will be able to meet the requirement of this job?</li> <li>What do you plan to do with the salary you earn at this job?</li> </ul>	8									
<p><b>Address the long-term career you plan to follow. Discuss the following:</b></p> <ul style="list-style-type: none"> <li>What do you plan to study upon completing high school?</li> <li>Where will you study for this career?</li> <li>What courses must you take and why?</li> <li>What skills do you presently have to be successful in this career?</li> <li>What skills must you acquire to be successful in this career?</li> <li>What work experience could you have prior to achieving your long-term career that would increase the Likelihood of being successful in this career.</li> <li>Where do you see your self in 4-5 years after you begin your career?</li> </ul>	8									
<p><b>What does Personal Development mean to you?</b></p> <ul style="list-style-type: none"> <li>What have you done within the past 2-3 years to enhance your personal development?</li> <li>How has your personal development prepared you for life after high school?</li> <li>How has your personal development prepared you for a job?</li> </ul>	6									

# CAREER PREPARATION SCORESHEET



<p><b>Leadership Roles</b></p> <ul style="list-style-type: none"> <li>• <i>What leadership roles have you had as a 4-H member or as a member of other organizations?</i></li> <li>• <i>How have you helped others learn more about their 4-H projects?</i> <ul style="list-style-type: none"> <li>• <i>Workshops</i></li> <li>• <i>Talks</i></li> <li>• <i>Posters</i></li> <li>• <i>Demonstrations</i></li> </ul> </li> <li>• <i>How has your leadership experiences impacted your life?</i></li> <li>• <i>How has your experience with leadership enhanced your personal development?</i></li> </ul>	6									
<p><b>What have you done to grow into the person you are today?</b></p> <ul style="list-style-type: none"> <li>• <i>Discuss what experiences have helped you develop character</i></li> <li>• <i>Who has inspired you to become the person you are today?</i></li> <li>• <i>How did that person inspire you?</i></li> </ul>	8									
<p><b>How has 4-H influenced your life?</b></p> <ul style="list-style-type: none"> <li>• <i>Identify one 4-H event and tell how it has influenced your life.</i></li> </ul>	6									
<p><b>Proper grammar/spelling/neatness.</b></p>	5									
<p><b>Total Points</b></p>	50									
<p><b>Judge's Notes:</b></p>										

**CAREER PREPARATION SCORESHEET**

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**4-H CAREER PREPARATION INTERVIEW SCORECARD**

<b>CATEGORY</b>	<b>RATING SCALE (1 LOW / 5 HIGH)</b>				
<b>Appearance and Courtesy</b>					
Appropriately dressed	1	2	3	4	5
Maintained good posture	1	2	3	4	5
Acted in a polite manner	1	2	3	4	5
<b>Greetings and Introduction</b>					
Firmly shook hands of interviewees upon entering	1	2	3	4	5
Displayed confidence in introduction and overall interview setting	1	2	3	4	5
<b>Speech</b>					
Spoke clearly	1	2	3	4	5
Spoke at a reasonable volume	1	2	3	4	5
Avoided use of phrases such as “um”, “like”, and “you know”	1	2	3	4	5
<b>Attitude and Personality</b>					
Stayed calm	1	2	3	4	5
Did not fidget or create any distractions while speaking	1	2	3	4	5
<b>Ability to Convey Thoughts and Ideas</b>					
Maintained strong eye contact with all judge	1	2	3	4	5
Listened closely to the questions and provided thoughtful, applicable answers.	1	2	3	4	5
Appropriate body language	1	2	3	4	5
Focused on strengths and how it relates to the position	1	2	3	4	5
<b>Knowledge and Presentation of Abilities</b>					
Answered questions completely, yet briefly	1	2	3	4	5
Pointed out work related skills and how past experience is applicable to desired position	1	2	3	4	5
Responded to questions in a logical manner	1	2	3	4	5
<b>Career Objective</b>					
Ability to demonstrate enthusiasm/motivation for the position career	1	2	3	4	5
Can express how this job connects with future career or desired skill set	1	2	3	4	5
<b>Conclusion of interview</b>					
Asked questions to the interviewers related to the position	1	2	3	4	5
Thanked the interviewers	1	2	3	4	5
<b>Total of each column</b>					
<b>TOTAL OF ALL POINTS</b>					