



*Dissecting the Job
Interview LDE*



1.

Contest Format



Contest Format



- * 7 sections to the contest
- * Items allowed in ALL areas of contest
 - Writing utensils
 - Blank paper
 - Resume
 - Cover letter
 - Business cards
 - Padfolio



Contest Format



- * Items not allowed
 - Letters of reference
 - Samples of work
 - Pictures
 - Personal pages



2.



Job Description





Job Description



- * 500 word maximum
- * Must include
 - Title of position
 - Description of position
 - Qualifications
- * Unscored - reference document for judges



Job Description



- * Search job descriptions to get an idea of what is needed
- * Helps with “response to questions” portion of the rubric
- * Gives the opportunity to feed the judges questions your kid is already prepared for





3.



Cover Letter





Cover Letter - Format



- * Single-spaced
- * 11 pt Times New Roman
- * Left justified (not block)
- * Use normal margins - don't overcrowd the paper
- * Include a proper signature block

Cover Letter - Header

Benjamin Williams

Student Address

December 2, 2020

Dr. Doug Ullrich, Superintendent
Job Interview LDE
P.O. Box 2088
Huntsville, Texas 77341

Dear Dr. Ullrich:

- * Business letter format
- * 1: Kid's address
- * 2: Date
- * 3: Dr. Ullrich info from the rules



Cover Letter - Paragraph 1



- * State the job and how they found it within the first sentence or two
- * Include why they are interested in the position
- * Focus on what you bring to the table versus what the company can provide for you



Cover Letter - Middle Paragraphs



- * Should clearly state the kid's **STRONGEST** qualifications for the position
- * Education should be included - focus on academic achievements and courses enrolled in
- * What is mentioned in the cover letter should be on the resume





Cover Letter - Closing Paragraph



- * Thank the reader for consideration
- * Provide contact info - phone & email
- * Specify provisions for follow-up

“My resume is enclosed for further review by you and your committee. Should you have any questions, please contact me at (phone) or via email at (email)”





4.



Resume



Resume - Format



- * Single-spaced
- * Can't exceed 2 pages - should be 1 OR 2 pages
- * 11 pt Times New Roman
- * Normal margins
- * Include all needed contact information
- * Name should stand out




Resume - Objective




- * Should state position applying for and what you bring to the table
- * Don't talk about what the company can do for you

"To apply three years of experience as a paralegal in family law to support the efforts of Ping and Matriz Law Firm on behalf of their clients, as well as provide direct support to the attorneys and lawyers who interact with these clients and serve their needs." - [Indeed.com](https://www.indeed.com)



Resume - Education & Relevant Coursework



- * Courses should be relevant to the position applying for
- * Courses should include date
- * List courses in reverse chronological order
- * GPA should be listed ____ out of ____.



Resume - Relevant Experience & Skills



- * List all things in reverse chronological order
- * Jobs should include company name, title, location, and dates of employment





Resume - Relevant Experience & Skills



- * Verbs are important!! Use strong verbs and make sure the verbs are different on each line
- * Google is your best friend! Verb Examples
- * Use correct tense of verbs





Resume - Relevant Experience & Skills



- * Job descriptions should not be in paragraph form
- * Make them easy to read and digest - keep to one line
- * If you have to use the word “and” you should make a second line
List in order of importance





Resume - Relevant Experience & Skills



- * If the kid does not have actual work experience, you can use other relevant experiences
- * Examples: CDEs, internships





Resume - Achievements & Honors



- * Appropriate and relevant!!
- * Should be related to career goal
- * List in reverse chronological order
- * Should not include EVERYTHING the kid has done
- * This is where you can fill in to reach 2 pages or take out to make 1 page





Resume - References



- * Provide name, title, address, phone number, email address
- * 3 is a good amount, but there is not a set number to have

REFERENCES

Heather Davis, Advisor
Klein Collins FFA
20811 Ella Boulevard
Klein, Texas 77388
(832) 347-4146
hdavis1@kleinisd.net





Resume - Format & General Appearance



- * Check spelling and grammar
- * Make sure everything is formatted the same throughout entire resume
- * Use the titles from the rubric on your resume so there are no questions of where things are





The page features several decorative clusters of colorful, teardrop-shaped graphics in shades of yellow, cyan, magenta, blue, and orange, arranged around the central text.

5. *Application*



Application



- * Electronic or paper - be prepared for both
 - * Make sure your kid knows how to save PDFs from browser
 - * Practice spelling common words for application so your kid is prepared
 - * Application should reflect the resume
 - * N/A in all blanks
 - * Use generic applications for practice
- 
- 



6.

Phone Interview



Phone Interview



- * Kid should set themselves up for the interview without being pushy
- * The kid should be calling the judges, but rules allow for vice versa so be prepared for both
- * Always introduce yourself on the phone



Phone Interview



- * Speak slowly and naturally - most kids are very prepared for this portion and it shows in how they talk
- * Always get Time - Date - Location - Contact Person
- * Answer questions completely but don't overshare



Phone Interview



- * Thank the caller and say “good bye”
- * Always use complete sentences and listen to what the interviewer is saying
- * Kid should be in control of the conversation (respectfully)



7.

Personal Interview



Personal Interview - Appearance



- * Top notch official dress
- * Hair should be neat
- * Minimal makeup
- * Limited jewelry and manicured nails
- * Small heels over flats for girls
- * Clean shoes or boots for boys
- * Slacks over jeans





Personal Interview - First Impression



- * Shake hands and introduce yourself to each judge
- * Body language is important - show confidence, smile, friendly but professional demeanor





Personal Interview - Response to Questions



- * Use examples & industry knowledge
- * Rely on skills learned through previous experiences and use those!
- * Answer the whole question in depth without rambling
- * Relate answers back to the job as much as possible



Personal Interview - Communication Skills



- * Should come naturally to the kid
- * This part can't be coached without the kid coming off as rehearsed
- * When choosing a student for the contest, make sure they can confidently and appropriately speak to adults





Personal Interview - Conclusion



- * Always ask questions that are relevant to the job and easy for the judges to answer
- * “Yes-or-no” and “this-or-that” questions are the best
- * Clarify the next steps in your questions
- * Leave a business card with them, say thank you, and shake each person’s hand





8.

Follow Up Letter



Follow Up Letter



- * Computer generated
- * Cannot be pre-written
- * Have an outline memorized to personalize to the interview
- * Use same format as cover letter
- * Letter should reflect topics discussed in the interview and express interest in the job



Follow Up Letter



- * Check spelling and grammar before printing
- * Signature block is needed
- * Sign after printing if able to





9.



General Tips





General Tips



- * Interview with a lot of different people
 - * Research job interview questions and create a bank of questions
 - * Research ins & outs of the job and the industry
 - * The more the kid knows about the job, company, and industry, the better off they will be
- 
- 



Thanks!

Any questions?

You can reach me at:
hdavis1@kleinisd.net

