

Employment Skills

Event Rules

All members participating in this Leadership Development Event must meet the eligibility requirements and adhere to the rules of the Kentucky FFA Association as outlined in the Rules Governing FFA Activities document.

This is an individual activity.

Official Dress Appropriate: Yes

Regional Event: Time and date designated by the region. Must be before May 1st.

State Event: State FFA Convention

RESUME, COVER LETTER, JOB DESCRIPTION (300 POINTS)

All written materials must be the result of the student's own work. Plagiarism will be grounds for disqualification.

Both the resume and cover letter must be formatted for 8 ½ x 11 inch paper.

The resume and cover letter must be non-fictitious and based on the student's actual work experience.

The resume and cover letter should be targeted toward an entry level job for which the student would currently be qualified.

A job description for the job must be attached to the resume when submitted. This will not be scored. A 20 point deduction will be made to the resume score if a description is not included.

The cover letter is to be typed, one page, single-spaced, left justified using Times, Times New Roman or Arial 10 to 12 point minimum font.

The letter should be dated May 15 and addressed to:

FFA Employment Skills LDE Superintendent
300 Sower Blvd.
Frankfort, KY 40601

The resume is to be single sided, typed using Times, Times New Roman or Arial 10 to 12 point minimum font. The resume should not exceed 2 pages total. If necessary a complete list of references may be included on a third page, but references are the only information to be included.

The regional winning participant must submit their resume and cover letter electronically to the State Executive Secretary by May 15th for the state event. A 10% penalty will be deducted for any materials not submitted by the deadline.

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EMPLOYMENT SCREENING (200 POINTS)

Students will complete a screening interview. This may be done via Zoom in advance of the State Convention or in person the day of the event. A determination will be made by May 1 each year and contestants will be notified accordingly.

This round will simulate the initial screening process normally conducted by hiring firms that screen candidates for various jobs. The purpose of this screening interview is to determine if the student is qualified by asking questions to see if the applicant and their skills match the job requirements and if the credentials fit the position and the company.

This interview can last 5-10 minutes.

PERSONAL INTERVIEW (500 POINTS)

A panel of judges will conduct a personal interview for the position. This will be a face-to-face interview.

Interviews will not last longer than 10 minutes.

Judges will be provided with the resume and cover letter by the event superintendent.

Scoring

Judges for this LDE will use the official scorecards for all components of this event. These scorecards are available on www.kyffa.org.

The top participant in each region will advance to the state contest held during the State FFA Convention.