

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 AND COVER LETTER (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.

The cover letter (100 points) must be typed, one page, single spaced, left justified using Times, Times New Roman or Arial 11 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 (200 points) is to be single sided, typed using Times, Times New Roman or Arial 11 point minimum font. The resume should not exceed 2 pages total.

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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INITIAL PHONE CONTACT (100 POINTS)

During this component, the participant will be contacted by the potential employer by phone to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume. The event judges will serve as the potential employer for this component and the personal interview component.

The initial phone contact will be 3-5 minutes in length.

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.

