2006 National FFA Job Interview Event Career Development Event



Samples from National Finalist Appropriate Cover Letter Inappropriate Cover Letter Appropriate Resume Inappropriate Resume Sample Application Reference List

*Refer to Career Development Event Rules for accurate description of job interview rules and descriptions. Rules and Format can be found at http://www.ffa.org/programs/cde/index.html#events

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Job Interview Materials from National Finalist

Materials included from one of the national finalist has been sanitized to protect the privacy of this individual.

This is a sample of materials that were provided to the National FFA as out lined in the event rules and formats.

Job interview materials must be printed on standard bond 8 ½" x 11" paper, stapled in upper left hand corner.

Do not place materials for this event in any type of folder or report cover. See event rules and formats for specific instructions on submitting materials for this event.

Bulcher Road

Versailles.

Phone: (

E-mail:

OBJECTIVE:

To obtain a position as an assistant poultry manager in an effort to utilize the skills and experiences that I have acquired

through my previous work experience.

EDUCATION:

Versailles H

Graduation Date: '

College Preparatory and Agricultural Education

Education Attendance: 100% Grade Point Average: 4.0/4.0

WORK EXPERIENCE:

WTGR, Greenville, OH

July 2

Position: Farm News Broadcaster

Responsibilities include:

Contacting local agricultural markets

Locating agricultural news

Writing news stories

• Reporting upcoming events related to agriculture

Performing a daily agricultural broadcast

Farms, Versailles,

September 1999-Present

Position: General Farm Hand

Responsibilities include:

Feeding and caring for chickens

Collecting, sanitizing and marketing eggs

Bedding and feeding cattle

• Providing general maintenance

FFA ACTIVITIES:

Versailles FFA: 2003-Present

Treasurer: Present

District and State Job Interview: 2006 Co-Chair Alumni Committee: 2005-2006

State FFA Convention: 2005-2006

County, District, State, and National Public Speaking: 2004-2006

State Ag Communications: 2004-2005

County Parliamentary Procedure: 2004-2005

Co-Chair Member Relations Committee: 2004-2005

Fruit Sales: 2004-2005 Student Advisor: 2005 : Road

Versailles, October 25, 2006

Ms. Linda Story CDE Superintendent, Job Interview Contest National FFA Organization 6060 FFA Drive P.O. Box 68960 Indianapolis, IN 46278-1370

Dear Ms. Story:

Through the National FFA Organization, I have become aware of an assistant poultry manager position at your business. I am very interested to start working at a successful and innovative poultry operation such as yours.

My knowledge and understanding of agriculture has been enhanced through my supervised agricultural experience programs with emphasis on poultry production. I currently raise 80 Red Manhattan Layer Chickens and my responsibilities range from feeding to marketing the fresh brown eggs. I can be a major asset by contributing my knowledge and skills that I have gained through my experiences with my own flock to make your poultry operation even more successful.

I am a very active member in many organizations, in particularly the Versailles FFA. I have attended both the State and National FFA conventions, participated in four Career Development Events, contributed my time to community service projects, and I have held an officer position for two years. I have developed my leadership skills by being a 4-H member and by serving as a camp counselor. I am a fast learner and pride myself on paying attention to detail. My transferable skills would make me a strong addition to your team.

I am requesting an interview to discuss the positive ways I can fulfill the responsibilities of assistant poultry manager. I have enclosed a copy of my resume and would be happy to supply additional information upon request. Please contact me at You provide the opportunity that I am seeking. Thank you for your time and consideration.

Sincerely,

Enclosure



Darke County 603 Wagner Avenue Greenville, OH 4533.1-2648

> Phone (937) 548-5215 Fax (937) 547-6491 http://darke.osu.edu

September 6, 2006

Linda Story Superintendent, Job Interview CDE National FFA Organization 6060 FFA Drive P.O. Box 68960 Indianapolis, IN 46278-1370

Dear Ms. Story,

I have known Elizabeth 1 or five years through her involvement in the D. County 4-H Youth Development program. She is an active member of our program who is willing to assume leadership roles. On the county level, Elizabeth was recently elected by her peers to serve on the County Junior Fairboard. Elizabeth also served as a 4-H Camp Counselor at two 4-H camps this past summer.

Elizabeth is a positive role model for younger members and takes advantage of the many opportunities that are offered to her. Her communication and leadership skills, as well as her determination to succeed, are an asset to our organization.

Through her FFA activities Elizabeth has been involved in numerous career development activities which include public speaking, job interview, parliamentary procedure and radio broadcasting. She has served as a chapter officer and attended both state and national conventions.

Elizabeth's Supervised Agricultural Experience Project includes the care of eighty Red Manhattan Layer Chickens. She is also responsible for the marketing of these eggs at a local natural foods store. Through this experience, Elizabeth has learned to keep detailed records and how to promote and market the poultry industry.

I believe that Elizabeth's involvement in these activities prepare her well for the job of assistant poultry manager. She knows how to work with people and has a basic understanding of the agricultural industry. It is my pleasure to recommend Elizabeth' this position. If I can provide further information, please do not hesitate to call.

Sincerely,

Rhonda M. Williams

County Extension Director

Ende Willia

Extension Educator,

4-H Youth Development/Community Development

RMW/rw

The Ohio State University, The United States Department of Agriculture, and County Comissioners Cooperating

James Magoteaux 5 Coronada Ct. Piqua, OH 45356

August 16, 2006

Linda Story Superintendent, Job Interview CDE National FFA Organization 6060 FFA Drive Indianapolis, IN 46728-1370

Dear Ms. Story:

This letter is in reference to Elizabeth I' and her participation in the National FFA Job Interview Contest. It is without reservation that I present many of the fine attributes Elizabeth possesses.

As Elizabeth's teacher, I have had the opportunity to know her academically and personally. Academically, Elizabeth is stellar in both grades and as a classroom leader. As evidenced by her perfect attendance and 4.0 grade point average (on a scale of 4.0), Elizabeth cares about her academic success; however, what I have witnessed over the past four years has left an indelible mark on me. Having Elizabeth in class on two separate occasions and interacting with her many times over the course of four years, I have seen a magnificent maturity in how she relates to others. Elizabeth is not just concerned about her own success but the success of her classmates and school as well. I have witnessed her sacrificing time to help students, assisting teachers, volunteering to do more to accomplish a task, showing kindness to those in need, acknowledging and respecting the ideas of her peers, and expressing herself in ways that demonstrate to her classmates and school staff that she is as dedicated to them as she is to herself. Through her multitude of FFA activities, she has committed herself to her fellow students and school. Her peers and teachers alike respect her personal goal for excellence because they know she genuinely cares about them as well. People look to Elizabeth to guide and lead, knowing she has the ability to make everything she is involved with a glowing success.

Elizabeth is no stranger to hard work. Her dedication to academics and her school is somehow balanced with her commitment to her church, family, and civic activities. Elizabeth demonstrates the organization and discipline skills necessary to work daily on the family farm as well as hold the position of Farm News Broadcaster for a local radio station. As an added responsibility, Elizabeth raises eighty Red Manhattan Layer Chickens and assumes all duties for the chickens ranging from providing a clean, healthy environment for them to collecting, marketing, and selling their eggs to the public. She is personally responsible for every step of this operation and keeps detailed documentation of this endeavor. Elizabeth appreciates and values any and all results she receives from

all of her commitments. She understands that everything she does strengthens her as a person.

I have no qualms staking my personal reputation that Elizabeth is more than prepared to fulfill the duties and obligations required for the position of assistant poultry manager. In my sixteen years of teaching, I have never had a student so driven to do her best. Perhaps the greatest feat Elizabeth has accomplished thus far in her young life is that despite her exceptionally hectic daily schedule, she remains a sweet, funny, and caring person who always appears to have great balance in her life. Regardless of where Elizabeth goes or what she does in life, she will be a winner, and everyone who knows her and has been lucky enough to have been touched by her in some way will be a winner, too. So will you by selecting Elizabeth

Respectfully,

Lames Magoteaux

Teacher, Versailles High School

Versailles FFA 459 S. Center Street Versailles, September 10, 2006

Linda Story
Superintendent, Job Interview CDE
National FFA Organization
6060 FFA Drive
P.O. Box 68960
Indianapolis, IN 46278-1370

Dear Ms. Story,

Dedicated, enthusiastic, goal oriented and caring are all words that describe naking her an excellent candidate for your position. I have had the opportunity of having as one of my agricultural education students and a member of the Versailles FFA Chapter for the past 3 years. Elizabeth is no doubt one of the top students that I have had the opportunity to teach and advise in my 13 year tenure at Versailles High School.

As Elizabeth's Agricultural Education Instructor, her classroom performance is amazing and tops my years in teaching. Elizabeth not only excels in my class, but she excels in all her classes, which is evident by her 4.0 GPA on a 4.0 scale. Elizabeth is by far one of the most conscious students that I have ever taught and she strives for perfection each day. Not only does Elizabeth take getting good grades seriously, she also takes pride in coming to school every day which is evident by her 100% attendance rate that she has had since the 5th grade. Elizabeth is not only concerned about her education, but her classmates as well. Elizabeth is a classroom leader and I have witnessed her on numerous occasions helping other students comprehend challenging subject matters and stepping forward to put forth the extra effort when needed.

Elizabeth has also excelled in her SAE and has continued to expand her responsibilities along with overall scope. Elizabeth has raised soybeans for two years as part of her SAE and gained knowledge and skills related to crop production. Elizabeth has also had her own flock of hens and roosters as part of her SAE. Elizabeth has been in charge of all aspects of raising chickens from feeding to marketing, in which she has found a niche market at a local health food store selling fertile brown eggs. Through her SAE, Elizabeth has gained many valuable responsibility skills and technical knowledge about producing agricultural commodities that would be extremely valuable to your poultry operation.

When it relates to FFA, Elizabeth has excelled greater in FFA in her first 2 years than any student that I have had the opportunity to advise. As a freshman, Elizabeth won the State Creed Speaking Contest and was part of the 3rd place State Agriculture Communications Team. Elizabeth was named the Versailles FFA Star Greenhand and was elected to serve as the Chapter Student Advisor. During her sophomore year, Elizabeth competed in the National FFA Creed Speaking Contest, was part of the 1st place Agriculture Communications Team and placed 2nd in the State FFA Beginning Prepared Public Speaking Contest. Elizabeth was the overall winner of the State FFA Job Interview Contest and was elected to serve as the Versailles FFA Chapter Treasurer. Elizabeth not only participates in Career Development Events, State and National FFA activities, but she also participates in numerous community service activities sponsored by the Versailles FFA Chapter. Elizabeth attends monthly nursing home visits, helps conduct the can food drive and toys for tots drive that are all sponsored by the Versailles FFA Chapter. Through Elizabeth's involvement in FFA she has enhanced her written and oral communication skills, leadership and cooperation skills, all in which are important skills that Elizabeth can use in helping to expand and strengthen your poultry operation.

Elizabeth is a remarkable student with several years remaining in her agricultural education and FFA career. Elizabeth has accomplished more in her short tenure than any student I have ever experienced. Elizabeth is a highly qualified for this position and I have no reservation about her success at your poultry operation. Elizabeth is a caring, intelligent, responsible, hard working and well spoken young lady who will be a major asset to your operation. If I could provide any further information on the candidate, please feel free to contact me. Thank you for your time and consideration of this valuable candidate.

Sincerely.

Dena Wuebker

Versailles FFA Advisor

Appropriate

Cover Letter

August 2, 1999

Tractor Supply Company
Attn; HP Specialist
320 Plus Park Blvd
Nashville, TN 37217

Re: Retail Store Manager

Sir:

I am enclosing you this letter in response to you ad in the Tyler Courier Telegraph. As you see from the job descriptions on the enclosed resume I have been involved with sales and customer service for several years. I have been involved with inventory control; cost control and multi-project management, anticipating and solving problems are what I excelled at. I have several years' experience using laptop and personal computers utilizing Excel and Micorsoft word. My resume at first glance might show job instability but such is not the case, it is industry instability. I am anxious to secure a position in a stable environment, which would utilize my sales, customer relations, and managerial skills I am also willing to relocate anywhere in the Central and Western United States.

I would appreciate any consideration, which you might extend me concerning a Retail Store Manager Position, which you have, open at this time. And will look forward to discussing this position in depth with you in the near future.

Thank you.

Human Resources 320 Plus Park Blvd Nashville, TN 37217

February 16, 1999

Dear Sir or Madam:

I would like to be considered for a management position within your company. I have a strong agricultural background and have excelled in my education experiences. My B.S. and M.S. degrees in agricultural economics provide me with a strong footing in economics, specifically within the agricultural industry. This education is backed up with strong communications and computer skills. I feel that this foundation of knowledge will prove valuable at Tractor Supply. Please look over my resume and contact me for an interview if my skills and background can be of use.

Thanks for your time and consideration,

Inappropriate

Cover Letter

Dear Sir:

Just by reading your ad I know I am the one who can do the job you require. I am successful simply because I don't give up.

I am at a time in life when I am very concerned about this nation.

Although, "the job comes first", I only want to work with people who share my conservative beliefs. I am a success, but need encouragement from co-workers to help return the USA to its former glory.

I am enclosing a resume and an article that I have written and truly stand behind. Hope to hear from you real soon.

Sincerely yours,

July 18, 1999

TSC attn: HR 320 Plus Park Boulevard Nashville, TN 37217

attn: HR

I am interested in a Management Career Deportunity with Tractor Supply Company. I am a dependable honest, friendly detail-oriented person who has a good tetitude. Presently, Il am self-employed trading commodities for myself. I have seven years of experience working for a long distance telephone company as a telephone ophistor, team leader and as a interim supervisor. also el have experience as a substitute school teacher. I have excellent attendance and an excellent diving record. I feel I can be an asset to your company. I noticed your employment advertisement in the July 16, 1999 edition of. Please call me for an interview at your rearliest convenience! along with this letter, I have faxed a regume which will briefly outline my backgound. Il can in contacted 8. Go A.M - 9:00/P.M. Please region is its withdown of as possible. I will be looking forward to Whiterely,

Appropriate

Resume

Current Address:

Permanent Address:

OBJECTIVE

To secure an entry-level position with a progressive firm that provides opportunity for

advancement

FDUCATION

ALABAMA A&M UNIVERSITY

Huntsville, AL

MBA May 2000, Business Administration, Major GPA: 3.25, Overall GPA: 3.25

B.S. May 1998, Business Administration, Overall GPA: 2.8

HONORS

Dean's List 1994, 1996; 4-H Volunteer Service Award; High Cumulative GPA 1997;

Delta Mu Delta Honor Society

RELEVANT COURSES

General Business (*Denotes Graduate Courses) 24 hours Computer Applications in Business

Principles of Management

Strategic Management and Policy **Business Communications** Financial Management and Policy*

Managerial Communications* Accounting Analysis for Management*

Managerial Economics*

COMPUTER **SKILLS**

IBM Compatible PC

Microsoft Word applications

WORK

ALABAMA A&M UNIVERSITY/OFFICE OF STUDENT ACTIVITIES

EXPERIENCE

Huntsville, AL

present •

January 1999 - Gameroom Attendant Monitor a cash drawer and give students change in the gameroom.

August 1994 - ALABAMA A&M UNIVERSITY, FINANCIAL AID OFFICE

December 1998

Huntsville, AL

Clerical/Graduate Assistant

Assist students with financial aid questions.

Assist staff by filing, printing notes for loans and answering the telephone.

Assist students in transmitting data.

Assist students with filling out various documents.

August 1994 - ALABAMA A&M UNIVERSITY, STUDENT CAFETERIA

March 1997 Huntsville, AL

Cashier and Kitchen Worker Assisted catering manager with banquets and operation of dining hall.

AVAILABILITY

May, 1998

ACTIVITIES

Phi Beta Sigma Fraternity, Inc.

REFERENCES

Available Upon Request

Inappropriate

Resume

RESUME - Inappropriate

George Smith -3504 Horse Dr. Indianapolis, IN Home (423) 955-7598 Pager (423) 693-6184 Work (423) 888-8900

7027 Hortsville Rd. Camden TN 37057 423-633-4116

EXPERIENCE

CUB FOODS-Indianapolis, Indiana

9/98-Present Assistant Grocery Manager

4/88-6/96

Order and product placement

Assist with truck deliveries Manage & train employees

Handle forklift

HOME CHOICE & RTO RENTS- Indianapolis, Indiana

5/97-9/98

Store Manager

Hire, train & manage employees

Open and close store Assist with truck deliveries

Product placement/store layout

Data Entry

Incharge of collections & sales

REVCO-Indianapolis, Indiana

7/95-5/97

Store Manager

Hire, train & manage employees

Open and close store

Order & product placement/store layout

Assist with truck deliveries

Data Entry/receive merchandise

OTHER

Osco Drug-Assistant Manager 93-95

Education

High School Graduate - Lebanon High School, Lebanon, TN - 1986

JOB INTERVIEW REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

Greggs Manual

Elements of Style - Strunk and White

Microsoft Word résumé templates

101 Toughest Interview Questions...and Answers That Win Jobs Daniel Porto, Daniel Porto / Paperback / Published 1999

25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview! Zenja Glass / Paperback / Published 1998

Best Answers to the 201 Most Frequently Asked Interview Questions
Matthew J. Deluca, Mathew J. DeLuca / Paperback / Published 1996

The Complete Job Interview Handbook John J. Marcus / Paperback / Published 1994

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EPWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAY MESULT FROM UTILIZATION OF SUCH INFORMATION. PLY ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTH-- FUL STORMENTS ON THE PERENENCE AND EMPLOYERS LISTED ABOVE TO GIVE THEORY SAME HAND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AND EMPLOYERS LISTED ABOVE TO GIVE THACTOR SUPPLY AND THE PERENENCES AN

AN OFFICER OF TRACTOR SUPPLY COMPANY. MENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING UNLESS IT IS IN WRITING AND SIGNED BY -YOS UNDERSTRUD AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOY-

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ED STATUS. THIS POLICY APPLIES TO ALL TERMS, CONDITIONS AND PRIVILEGES OF EMPLOYMENT AND ALL POLICIES OF TRACTOR SUPPLY COMPANY. BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION, DISABILITY, MILITARY STATUS, CITIZENSHIP, PREGNANCY OR OTHER LEGALLY PROTECT-TRACTOR SUPPLY COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE IN EMPLOYMENT AGAINST ANY PERSON ON THE

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