



The Career Communication Contest is an opportunity for members to practice the skill of applying for a job. The contest involves completing the provided job application, cover letter, resumé and completing an interview. The member selects the type of job they are applying for, but it should be one for which they currently have skills.

Job Application

Students will complete the provided job application, prior to the personal interview. While the application will be generic, 4-H members are to complete the application for their intended job.

Cover Letter

Students should write a cover letter outlining their experiences that would be pertinent to a potential employer.

Resumé

Each contestant will provide a cover letter and resumé. Each participant's resumé and application will be the result of his or her own efforts. If a contestant's materials are found to not be their original work, the contestant will be disqualified from the Career Communication Contest. Participants are encouraged to use examples related to their 4-H experience whenever possible when preparing their resumé.

Job Interview

The interview will be conducted by one to three judges. Questions will pertain to participant's current skill level and the specific job for which they are applying. As this contest simulates an actual job interview, spectators will not be permitted in the interview judging room.

Job Descriptions

Please prepare a resumé for a position of your choice. Life experiences and education should be used to show that you are a good candidate for the selected job. Highlight your 4-H experiences whenever possible.

Length

The job interview may be up to 20 minutes in length. Judges will determine when the interview is finished.

Number of Presenters

This is a contest for individuals.

Questions

Only judges may ask questions.

Attire

Attire and grooming suitable for the specific job interview.

Other

Contestants are encouraged to research career communications, including resumé and cover letter writing and interviewing skill. Career exploration and knowledge should be part of the research.



Position Knowledge and Self-Reflection

1. Tell us about yourself and your qualifications for this job.
2. What are your greatest strengths? Weaknesses?
3. Give an example of how one of your strengths was helpful on a team (work, school, etc.).
4. Give an example where you had to compensate for a weakness (yours or a team's) and how you did so.
5. Why did you choose to apply for this position?
6. Tell us about your skills related to this position.
7. Describe any training or experience you've had that is related to this job.
8. What do you think will be your biggest challenge with this job?
9. What do you think will be easiest part of this job for you?
10. How has your education or training prepared you for this position?
11. If we were to gather several of your supervisors, teachers and co-workers into a room and ask them what your greatest strengths are, what would they say? If we asked them the areas you needed to improve, what would they say?
12. What do you believe are the most important characteristics and skills you would contribute?
13. Tell us what you know about the position and what questions you have about the position.

Organization, Time Management and Goals

14. What are your short-term and long-term goals?
15. Tell us about an important goal that you have achieved and the steps it took to achieve the goal.
16. What is something you have done that makes you feel proud? What accomplishments have given you the most satisfaction in life?
17. How do you prioritize tasks?
18. Tell us what motivates you in your job.
19. What do you currently do to be effective in time management and organization – balancing multiple project priorities?
20. Can you describe a time when you had to organize a rather large project/event and how you managed it?

Work Environment and Relationships

21. Describe a conflict you've had in work/school/an organization and how you solved it.
22. Have you ever had a conflict or difference of opinion with a supervisor or teacher? If so, describe the situation and how you handled it.
23. What qualities would you hope for in a supervisor?
24. Describe an ideal day on the job.
25. Tell us about some of your favorite classes, teachers or hobbies.
26. Would you rather work with information or people?
27. Can you describe a time when you had to work with someone you did not especially care for (client, co-worker, class member, volunteer) and how you handled that situation?
28. How do you feel about taking direction from co-workers or supervisors? (Explain)
29. How do you prefer to be approached about errors in your work?
30. How would you approach one of us if you found errors in our work?

[Date]

Clover Green
Forever Green Farm
1234 Purple Ribbon Place
Heartland, MT 54444

Dear [*name of person application being submitted to*],

My 4-H club leader, Stan Dout, told me that you are looking for summer help with farm, ranch and child care duties. I was excited to hear about your needs, as I have just started to look for summer work and feel that my skills match your needs. I am currently finishing my sophomore year of high school and have been a 4-H member for eight years. In 4-H, I take both market livestock and breeding livestock projects. I am also involved in our 4-H dog project and have my own dog breeding business. I enjoy animals and have skills with large and small animals. I have taken the child development project in 4-H as well. I attended Babysitter Boot Camp through MSU Extension two years in a row.

I have attached my resume and a completed job application, which I found on your farm website. Both items describe my work experience. I worked for Happy Acres Farm last summer. I started out doing simple chores with the livestock and eventually was given more responsibilities such as tracking feed. This winter, my employers asked me back to help with calving and in the spring I helped with branding. They have now hired a full-time, year-round hand. At Happy Acres, I also had child care duties. Most of the time I watched the children, ages three and five, while the parents worked nearby. I planned special activities for the children each day, whether it was a theme day, like Monkey Mania, or a special art, food, reading or singing activity. I especially enjoyed the days when both parents were haying and I was solely responsible for the children. We had several summer picnics and made our own splash park!

Thank you for time reviewing my application. I look forward to the opportunity to meet your family to discuss your needs for summer help and my qualifications.

Sincerely,

Clover Green

Clover Green

Clover Green

1234 Purple Ribbon Place • Heartland, MT 54444

406-444-4444 • Clover.Green@montana4-H.com

OBJECTIVE	To assist farm and ranch family with children and daily chores.	
EDUCATION	Blue and Gold High School, Class of 2018	2014-present 3.5 GPA
	Greenfield Middle School	2010-2014
TRAINING	Farm Safety First, MSU Extension	2015, Certificate
	First Aid, County EMS	2015, Certificate
	4-H Leadership Retreat, MSU Extension	2014-2015
	Hands Only CPR, County EMS	2013-2015
	Babysitter Boot Camp, MSU Extension	2013 and 2014, Certificate
WORK EXPERIENCE	Blue and Gold School Concessions	2014-present
	Responsible for organizing food stand, making food, serving customers, making change and cleaning concessions booth.	
	Happy Acres Farm	2014-2015
	Responsible for feeding livestock and pets daily; tracking feed; mowing yard; entertaining children while parents worked nearby; answering phone.	
	4-H Camp Counselor	2014-2015
	Responsible for planning camp activities with team; developing cabin activities; preparing and teaching classes for 50 campers; cleaning campgrounds; assisting with meal serving and cleaning.	
LEADERSHIP	Blue Ribbon 4-H Club	
	Treasurer	2014-2016
	Vice President	2013-2014
	Recreation Leader	2012-2013
	Blue and Gold High School	
	Class President	2016
	Class Secretary	2014
ACTIVITIES & COMMUNITY SERVICE	4-H, FCCLA, FFA, Church Youth Group, Volleyball, Swim Team, Band, Choir, 4-H Food Drives, Adopt-a-Highway, Random Acts of Kindness	
SKILLS	Proficient in Microsoft Office; Google Apps; 4-H livestock project record keeping; prioritizing and managing time to complete multiple tasks; creative and flexible in solving problems; bringing a positive attitude to my daily work.	

References available upon request.

DRESS FOR SUCCESS

You only have a minute to make a great first impression! Dress appropriately for the job. Think about how people dress to do the job for which you are applying and dress a level above that. For instance, do not wear a tie and suit to apply for a lawn care job. Perhaps wear clean, pressed jeans, and a button up shirt, tucked in with a belt.

Wear simple earrings, piercings and hair accessories.

Keep makeup simple and natural.

Watch the cut of your blouse and avoid showing your midriff or cleavage.

Skirts should be at the knee or longer.

Shoes should be close-toed with conservative heels.



Be sure hair is brushed and out of face.

Teeth brushed.

Avoid wearing too much perfume or cologne. Usually go without.

Choose classic and rich colors, if wearing a suit. Make sure colors aren't flashy or distracting.

Clean and pressed outfit.

Polish shoes to avoid scuffs.



Clean shaven face.

Tuck in shirt.

Wear a belt, and try to match it to color of footwear.

Make sure socks match shoe color and each other.

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

Education

Elementary: _____ Address: _____

Middle School: _____ Address: _____

High School: _____ Address: _____

Other: _____ Address: _____

Classes, Certification or Training:

Volunteer Experiences:

Previous Work, Employment and Volunteer Service

Company or Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

.....
Company or Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

.....
Company or Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

4-H Career Communications

Date: _____

Member Name: _____ Age: _____ Junior/Int (8-13) Senior (14-18)

County: _____ Title: _____



Indicate point value that most closely matches performance.

Performance	1 point	2 points	3 points	4 points	POINTS
Interview Answers	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skillful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, resumé and cover letter.	
Position Knowledge	More information and understanding of job position is needed by applicant.	Adequate knowledge of position.	In-depth knowledge of position.	Full position knowledge (more than required).	
Organization	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure that enhances effect of answer.	
Voice	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language enhance the interview.	
Manner and Appearance	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business-like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
Application	Application is missing or messy.	Application is clearly filled out.	Application is professional in appearance.	Application is exceptionally done.	
Cover letter	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
Resumé	Resumé is missing or unclear.	Resumé is clear and organized.	Resumé is well organized and effective. Tailored to position.	Resumé is creative, organized and contributes to a professional presentation.	

Ribbon Placings: BLUE 32-24 points RED 23-16 points WHITE 15 points and below

Presentation Time _____

TOTAL POINTS _____

