

# Employment Skills

## **Purpose**

The purpose of the FFA Employment Skills CDE is for FFA members to develop, practice and demonstrate skills needed for seeking employment in the agriculture industry. Each part of the event simulates, as closely as possible, real world activities that are used by real-world employers.

## **Event Rules**

1. Participants must wear proper official dress.
2. The event is limited to one representative per chapter.
3. All written materials: cover letter, resume and three reference letters will be the work of the individual.
4. Any participant in possession of an electronic device is subject to disqualification.
5. All information must be received to the Superintendent by the deadline sent out via email.

## **Event Format**

Students' will submit information to the superintendent by a deadline set forth each year. Upon evaluation of the written materials, the top ten participants will be granted an interview slot during the State FFA Convention. The interview times will be available one week prior to convention, if not before.

Participants will be allowed to bring the following into the interview room:

Cover letter  
List of References  
Resume  
Blank Paper  
Business Cards  
Padfolio

Participants may not bring these items into the interview room:

Letters of reference  
Samples of work  
Pictures  
Personal pages

## ***Items to submit:***

**Cover Letter (100 points)**

The cover letter must be typed, one page, single spaced, left justified using Times New Roman OR Arial 10-12 point minimum font. The letter must be dated for the convention CDE date and addressed to:

Paula Beecher  
F153 P&A Bldg  
Clemson University  
Clemson, SC 29634

**Resume (100 points)**

The resume should NOT exceed two pages total. It must be non fictitious and representative of the students work and achievements now. It may NOT be made up for any reason.

**Job Application (100 points)**

Participants will complete a standard job interview that should be found on our website. Please fill it out neatly. Failure to read the application will result in a lower score.

**Scoring**

The scorecard that will be utilized for the event can be found in the National FFA Employment Skills Handbook. That resource also expands on interview suggestions, tips and other helpful resources.