

## EMPLOYABILITY SKILLS CAREER DEVELOPMENT EVENT MAINE FFA STATE GENERAL FORMAT

### I. Purpose:

The Employability Skills CDE is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates “real world” activities that will be used by real world employers.

### II. Rules:

- a. Each participant’s cover letter, resume and application will be the result of his or her own efforts. Participants must realize that by signing the cover letter and application they are testifying to the originality of the works.
- b. Participants should be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges’ ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner.

### III. Format:

- a. Students are allowed to bring the following items into the event, writing utensils, blank paper, resume, cover letter, application, and list of references. They should bring with them copies of all of their prior-submitted materials.
- b. By the deadline date of registration for the state convention, **four copies** of the following must be submitted by **April 8, 2022 (a penalty of 10% will be assessed for late submissions)**:
  - i. **Cover letter** (100 pts.) Single-sided, single spaced, 8 ½ x 11 white paper, typed, business formatted left justified, using 10-12 point font (Ariel, Times or New Roman), addressed to State FFA Advisor (Mr. Doug Robertson), dated the day of the CDE.
  - ii. **Employment Application** (50 pts.) Typed on computer prior to printing or printed and completed neatly and legibly by hand in either blue or black ink .
  - iii. **Resume** (150 pts.) Single-sided not to exceed two pages, typed 8 ½ x 11 white paper, business formatted. Must be non-fictitious and based upon student’s work history. Student may choose to use resume generated from the “FFA Resume Generator” on [ffa.org](http://ffa.org)
  - iii. **One letter of reference** from an employer of someone other than a family member or FFA advisor.
- c. At the State Convention, the student will be given a time to present self before a panel of judges for a personal interview (450 pts.)
- d. Due to time constraints, only 8 to 10 students can be interviewed. These students will be selected based on the combined scores of the pre-Convention submitted cover letter, resume, and application.

**All decisions by the judges are final.**

The event is developed to help participants in their current job search. Therefore, the cover letter, resume, application, and references submitted by the participant must reflect their current skills and abilities and must be targeted for a job for which they would like to apply. In other words, participants cannot develop a fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.

**Please see separate document for the different jobs from which participants must choose.**

# EMPLOYABILITY SKILLS JUDGE SCORING SHEET - COVER LETTER

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

## COVER LETTER SCORECARD

COMPOSITION	POSSIBLE POINTS	SCORE
Format and general appearance	10	
Punctuation	10	
Grammar	10	
Spelling	10	
<i>Composition Sub Total:</i>	40	
<b>CONTENT</b>		
Opening paragraph (Identifies position to which applying)	15	
Proper qualifications (cite 2-3 and related to position)	35	
Closing paragraph (Thank reader for attention, provide contact information, make appropriate provisions for follow-up)	10	
<i>Content Sub Total:</i>	60	
<i>Composition Sub Total:</i>	40	
<i>Content Sub Total:</i>	60	
<i>Total:</i>	100	
<b>Total Points Earned</b>		

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

# EMPLOYABILITY SKILLS JUDGE SCORING SHEET - APPLICATION

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

## EMPLOYMENT APPLICATION SCORECARD

	<b>POSSIBLE POINTS</b>	<b>SCORE</b>
Overall impression	5	
Legible	10	
Language <ul style="list-style-type: none"><li>• Grammar</li><li>• Punctuation</li></ul>	10	
Completed according to requirements in format	10	
Consistent with resume	15	
<b>Total</b>	<b>50</b>	

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

# EMPLOYABILITY SKILLS JUDGE SCORING SHEET - RESUME

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

## RESUME SCORECARD

GENERAL APPEARANCE	POSSIBLE POINTS	SCORE
Presented in proper format and printed as outlined in format	15	
Format and overall appearance <ul style="list-style-type: none"> <li>• Captures interest</li> <li>• Layout</li> <li>• Easily read</li> </ul>	40	
Language <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Grammar</li> <li>• Spelling</li> </ul>	20	
<i>General Appearance Sub Total:</i>	75	
<b>COMPOSITION</b>		
Contact information	10	
Employment objective	10	
Educational background	20	
Relevant experience / skills	20	
Special experiences, activities, honors	10	
References	5	
<i>Composition Sub Total:</i>	75	
<i>General Appearance Sub Total:</i>	75	
<i>Composition Sub Total:</i>	75	
<i>Subtotal:</i>	150	
<b>Total Points Earned</b>		

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

## EMPLOYABILITY SKILLS JUDGE SCORING SHEET - INTERVIEW

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

### PERSONAL INTERVIEW SCORECARD

	POSSIBLE POINTS	SCORE
<i>Appearance and courtesy</i>	50	
<i>Greetings and introduction</i>	50	
<i>Attitude and personality</i> <ul style="list-style-type: none"><li>• Self-confidence</li><li>• Poise</li><li>• Sincerity</li><li>• Persuasiveness</li></ul>	75	
<i>Communication skills</i> <ul style="list-style-type: none"><li>• Appropriate volume</li><li>• Concise</li><li>• Clarity</li><li>• Grammar</li></ul>	75	
<i>Knowledge and presentation of abilities</i> <ul style="list-style-type: none"><li>• Educational experience</li><li>• Occupational experience</li></ul>	75	
<i>Content of answers</i> <ul style="list-style-type: none"><li>• Relate skills/experience to position</li></ul>	75	
<i>Conclusion of interview</i> (including questions of interviewers, clarifying next steps and thank yous)	50	
<b>Total</b>	450	

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

# FFA

## EMPLOYMENT APPLICATION

To be eligible for employment consideration, please fill out all information below  
(Please also see fillable pdf version at [Maine FFA website](#))

### • PERSONAL DATA

Name (Last, First, Middle)

Date: / /

Social Security Number

Address

City

State

Zip Code

Home Phone ( )

Message Phone ( )

If employed, can you provide proof of U.S. citizenship?

Yes  No  N/A

Are you 18 or over?

Yes  No

Position(s) applying for

Referred by

### • EDUCATION

High School

Address

Dates attended

Degrees or diplomas

College / University

Address

Dates attended

Degrees or diplomas

Trade or technical training

Address

Dates attended

Degrees or diplomas

### • MILITARY SERVICE

Branch of Service

Dates of Service

Duties / special training

## • EMPLOYMENT HISTORY

---

Begin with most recent employer.

---

**1. Employer**

Dates of employment

Address

---

City

State

Zip code

---

Phone (     )

Beginning salary

Ending salary

---

Title / duties

---

Manager's Name

---

Why did you leave?

---

**2. Employer**

Dates of employment

Address

---

City

State

Zip code

---

Phone (     )

Beginning salary

Ending salary

---

Title / duties

---

Manager's Name

---

Why did you leave?

---

**3. Employer**

Dates of employment

Address

---

City

State

Zip code

---

Phone (     )

Beginning salary

Ending salary

---

Title / duties

---

Manager's Name

---

Why did you leave?

---

**4. Have you been previously employed by this company?**

**Y / N**

If Yes, Date of employment: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

---

## • PERSONAL DATA

---

Are you bondable?

---

Please list all motor vehicle violations

---

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## ● PERSONAL DATA

---

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment

Yes    No

---

Explain

---

---

Names of friends or relatives that are employed by this company

---

After reviewing the job description, would you require any accommodations to perform the assigned duties required of the person in this role? If so, what can be done to accommodate your limitation?

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## ● REFERENCES

---

List three professional references who are familiar with the quality of your work, have worked directly with you, have known you for at least two years, and are not related to you.

---

### 1. Reference

---

Work phone (     )

Home phone (     )

---

Address

---

City

State

Zip code

---

Relationship

---

### 2. Reference

---

Work phone (     )

Home phone (     )

---

Address

---

City

State

Zip code

---

Relationship

---

### 3. Reference

---

Work phone (     )

Home phone (     )

---

Address

---

City

State

Zip code

---

Relationship

---

## ● SPECIAL SKILLS & QUALIFICATIONS

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Applicant's signature

Date     /     /

---



# **JOB INTERVIEW CAREER DEVELOPMENT EVENT**

## **JOB LISTINGS:**

### (1) FARM EQUIPMENT MAINTENANCE MECHANIC

Opportunity Number: 16101678

Company Name: HerbThyme Farms

Location: Oceanside, CA

Categories: Other

Salary: \$12.00 an Hour

Minimum Education: High School Diploma

Farm Equipment Maintenance Mechanic:

We are seeking a maintenance mechanic that has experience working on tractors and farm equipment. This position is located at:

297 Wilshire Road  
Oceanside, CA 92057  
(760) 439-6515 x 200

Requirements: must have 1 – 3 working experience successfully maintaining a wide range of agricultural equipment under little supervision

### (2) NURSERY & GARDEN CENTER ASSOCIATE

#### **JOB DESCRIPTION**

Enjoy the beauty of Summer in Maine. Seasonal openings for several retail sales associates are available! Responsibilities include sales and customer service plant maintenance, loading customer vehicles, and running a cash register. Prior retail experience and knowledge of a wide variety of plant material is preferred.

#### **Responsibilities include:**

- maintenance and upkeep of a wide variety of plant material – includes weeding, fertilizing, pruning, and pest control
- maintenance and upkeep of the greenhouses
- planting plugs, making cuttings, separation and division of nursery stock
- labeling and stocking materials
- sales and customer service

Employees must:

- have excellent customer service skills
- maintain good health and strength required to regularly stand, kneel, and occasionally lift and move heavy objects
- have the ability to work independently and properly complete assigned tasks
- be enthusiastic, energetic, reliable, and honest
- have basic or advanced knowledge of plant material
- have basic or advanced knowledge of greenhouse operations

This position is seasonal employment. Part-time help also considered. Anticipated starting date of late March or April, continuing through at least July, subject to Weather and Seasonal Conditions. A perfect job for someone looking to make some extra summer income.

Please include contact information for all references.

Company Information:

Roosevelt Trail Nursery & Garden Center  
310 Roosevelt Trail  
Windham, Maine 04062  
Cumberland

(3) FOREST TECHNICIAN

LandVest, Inc. Timberland Division is looking to fill the position of Forest Technician for our St. Mary's Forestry Office. The primary management unit is comprised of +/-32,300 acres centered around Johnsonburg and Mt. Jewett.

The position entails a primary field position working under our Regional Manager on this ownership as well as LandVest's expanding business opportunities in PA. We envision the Forest Technician implementing a full range of technical skills in the marking of timber and layout of harvesting operations under the supervision of the Staff Forester and the Regional Forester.

Minimum requirement is an Associate's Degree in Forestry or significant prior job experience/training. One year of experience in timber marking and harvest layout is a plus. Background in western PA or southern NY would also be beneficial.

LandVest is a full service real estate advisory firm, with specializations in forestry consulting and timberland transactions. Corporate headquarters are at Ten Post Office Square in Boston, MA. Branch offices are throughout the northeast and in Georgia. Please visit:  
<http://www.landvestg.com>.

Pay and Benefits: commensurate with skills and experience.

Please respond to:

Steven G. Hawkes ACF CF  
PA Regional Forester  
LandVest Timberland  
106 North Michael St., Suite 3  
St. Marys, PA 15857  
814-781-1637  
shawkes@landvest.com

(4) VETERINARY TECHNICIAN & RECEPTIONIST

Position Information:

Facility Name:	Confidential
Location:	Palo Alto, California
Profession:	Other Jobs
Specialty/Discipline:	Veterinary Technician
Employment Type:	Full Time
Job Code:	
Years Experience:	1 Year
Manages Others:	No
Degree:	High School
Travel:	No
Shift:	Day
Work Authorization:	Authorized to work in U. S.
Security Clearance:	Yes
Min. Base Salary:	
Max. Base Salary:	
Avg. Annual Bonus:	
Annual Commission:	
Other Compensation:	

Description:

Looking for highly motivated and educated Registered or Unregistered Vet Tech for a small animal only practice. Must have a desire to learn, have a good attitude and the ability to work well with people, co-workers and the animals. Would love someone who has a good sense of self and humor. Currently a one doctor practice with state of the art technology. Need a tech for part time but preferably full time, Monday through Friday. Compensation based on experience. Benefits include uniform allowance, personal pet discounts, health insurance, sick and vacation pay, etc. Job position to be filled asap. Please inquire by calling – or fax resume to:

Contact Information:

Name: Confidential  
Company: Confidential  
Phone: Confidential  
Please tell this company you found their job posting on MedicalWorkers.com  
Fax: Login to view Fax #  
Website: Confidential

Requirements:

Basic Technician skills and receptionist duties. Animal experience of some kind a must.

Top 15 travel Companies	Travel Allied Health Jobs
Apply to Your Choice of Travel Nursing Agencies! One Application	Customized compensation packages. National wide jobs. Private Housing

(5) EXCAVATOR & DOZER OPERATOR, CONSTRUCTION LABORER & DUMP TRUCK DRIVERS

Description:

Gorham Sand & Gravel is currently seeking individuals to fill these full-time positions. Our equipment is new and well maintained. GSC offers a competitive salary, profit sharing, health insurance, paid holidays, paid vacations and bonuses.

Requirements: 2-3 years experience operating and maintaining heavy equipment or participating in construction-related positions. Excellent work ethic and attention to details needed.

Qualified applicants should send a resume to:

Mark Curtis  
Gorham Sand & Gravel  
939 Parker Farm Road  
Buxton, ME 04093

(6) LOG SCALER

Description:

Hancock Lumber Company is looking to hire a full-time log scaler. Duties will include: measuring and grading logs, running the log crane, and interacting with loggers and sawmill employees. Ideal candidate will have significant log scaling experience and a scaler's license. Motivation, a positive attitude, and strong people skills are required. The successful candidate will be eligible for a monthly, performance-based incentive. Requires high school diploma or GED. Individual will work outdoors in and around heavy equipment.

Please contact:

Anna Russo Bowen  
Hancock Lumber  
Industrial Park Road  
Pittsfield, ME 04967

(7) LAWN CARE / HOLIDAY LIGHTING TECHNICIAN

Description:

Full-time year-round positions. Techs deliver high quality yard fertilization and pest control throughout the summer season. Experience in turf maintenance helpful, must possess or be able to obtain a pesticide applicator's license with turf endorsement. As a lighting technician, install holiday lights and decorations throughout the fall and winter. Good driving record required and CDL B or willingness to obtain. Hourly pay and benefits.

Contact:

Human Resources  
Lucas Tree Experts  
P.O. Box 958  
Portland, ME 04104

(8) BARN YARD & PETTING AREA TEAM LEADER

Excellent opportunity to lead a fun and dynamic farm animal barn yard petting area. Broad animal care skills required, hands on position. Key team member to help acquire and manage herd animals. Must be able to work in a team environment as well as be able to execute tasks and projects independently. Manage herd breeding plan. Conduct animal awareness training sessions with children and parents.

Contact:

Smiling Hill Farm  
781 County Road  
Westbrook, Maine 04092

(9) DISTRICT HUMANE AGENT

The Department of Agriculture, Food & Rural Resources has a current full-time vacancy for the position of District Humane Agent. This position will work in the Office of Animal Welfare. Duties include the investigation of animal welfare complaints, report writing, public education of animal welfare issues, and inspections of areas where animal are kept.

Requirements: Significant prior experience working with and caring for animals, as well as demonstrated customer service skills.

Contact:

Thomas Cotnoir  
Personnel Specialist  
Natural Resources Service Center  
SHS # 155  
Augusta, Maine 04333

(10) GROWER

Grower, Horticulturist, Greenhouse Grower, Hydroponics, Food Production, Herbs, Plants, Vegetables. If you are a grower with Greenhouse experience, please apply now. This position is located in Southern California, but we are willing to assist in relocating the right candidate. We are a state-of-the-art greenhouse production company that is world renowned. We are expanding and currently hiring for a grower to add to our team.

Requirements:

Contact:

Elli Gilbert-Baldwin  
Executive Recruiter  
Elli.Gilbert-Baldwin@CyberCoders.com

Requirements: In addition to prior greenhouse experience, applicant should have demonstrated skills completing high quality work under little supervision.