



EMPLOYABILITY SKILLS EVENT

Description: The student will virtually compete for a simulated job opening by developing a cover letter and a resume. These two documents along with the application will be uploaded to the “JAG – Employability Skills 2020” Opportunity on Tallo.com. **The deadline to upload to Tallo is Friday, Nov. 6 at 5:00 PM CDT.**

Purpose: The top 10 finalists in this event will be asked to live interview via Zoom on Tuesday, Dec. 1 (Time TBD). To enable students to demonstrate their ability to secure employment through proficiency in the job application process and interview situations.

Eligibility/Entries: Each local program/school is eligible to submit a maximum of 1 competitor. Competitors in this event are not eligible to compete in the Public Speaking or Math Skills events.

Competencies: A.1, A.2, A.3, A.4, A.5, A.6, B.7, B.8, B.9, B.11, B.13, C.14, C.15, C.19, D.23, D.24, E.29, F.36, F.37

Competition Rules:

1. The competitor must declare his/her intent to enter this event on the conference registration form as per the established deadline.
2. Each student participating will upload a copy of their cover letter, resume, and completed application to the Opportunity on Tallo.com – “JAG – Employability Skills 2020” by Friday, Nov. 6 at 5:00 PM CDT.
3. The cover letter should be a maximum of 1 page. The resume should also be a maximum of 1 page.
4. The top 20 finalists will be asked to have a live virtual interview with a judge over Zoom.

Employability Skills – Round 1 (All Competitors) Cover Letter, Resume, and Application

Competitor:	Judge:	
Rating	Points Possible	Points Awarded
1. Cover Letter <ul style="list-style-type: none"> ▪ Style, neatness ▪ Grammatically correct, no errors ▪ Content 	10	
2. Resume <ul style="list-style-type: none"> ▪ Identification: name, complete address, phone number, fax and/or E-mail address ▪ Content: objective, education, work experience and/or accomplishments, activities, skills ▪ Neatness: overall appearance, format, free from errors 	5 10 5	
3. Application <ul style="list-style-type: none"> ▪ Neatness ▪ Spelling ▪ Completeness/accuracy 	5 5 5	
Total Points	45	

Employability Skills – Round 2 (Top 20 Finalists) Virtual Interview

Competitor:	Judge:	
Rating	Points Possible	Points Awarded
1. Personal Presentation <ul style="list-style-type: none"> ▪ Self introduction to selection committee 	5	
2. Content/Response <ul style="list-style-type: none"> ▪ Knowledge of position interviewed for ▪ Enthusiasm/interest ▪ Responses clear and concise ▪ Willingness to learn, take initiative, commit 	5 5 5 5	
3. Closing <ul style="list-style-type: none"> ▪ Ended interview on a positive note ▪ Thanked selection committee 	10	
4. Communication Skills <ul style="list-style-type: none"> • Used proper grammar, no slang • Spoke clearly and distinctly • Eye contact, facial expression, posture 	5 5 5	
3. Appearance <ul style="list-style-type: none"> ▪ Appropriately dressed, professional 	5	
Total Points	55	

EMPLOYMENT APPLICATION



Janelle's Cake Shop
123 Jag Street
New York, New York 10019

Do you need any accommodation to participate in the application or interview process?

Yes No

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

Personal Data

Name _____

Present Address _____ City _____ State _____ ZIP _____

Phone (____)____-____ FAX (____)____-____ E-mail _____

Driver's License: Operator CDL # _____

Education

Circle highest school year completed: 8 9 10 11 12 13 14 15 16 17 18 19 AA BA

Name of school beyond high school _____

Training Length _____ Date Completed _____

Major _____ Vocational Training _____

Are you a Veteran of Military Service? Yes No

Work Experience

Company Name _____ Address _____

Job Description (duties, skills, equipment used)

Date of Employment: Start ____/____/____ End ____/____/____

Reason for leaving:

2020 VNLSA – Employability Skills

Company Name

Address

Job Description (duties, skills, equipment used)

Date of Employment: Start ____/____/____

End ____/____/____

Reason for leaving:

Company Name

Address

Job Description (duties, skills, equipment used)

Date of Employment: Start ____/____/____

End ____/____/____

Reason for leaving:

Additional Information

Volunteer Work:

Summary of work experience or additional information (such as special skills, licenses, etc.)

References (names of persons not related to you):

Name

Address

Phone #

Signature: _____

Date: ____/____/____