



**ND FFA Association**

**EMPLOYMENT  
SKILLS  
Handbook**

# DISTRICT

## General Plan

1. Each chapter may enter one active member to participate in the district event.
2. Members who have taken part in a previous national FFA Employment Skills event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.
3. Each participant's cover letter, resume, and application shall be the result of his or her own efforts.

## Procedure

1. The top two individuals from each District are eligible to advance to the State LDE Day.
2. Participants shall be ranked 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 placing will be determined in the same manner.

## Event Format

1. Participants are allowed to bring the following items to the event.
  - a. Cover Letter
  - b. Resume
  - c. Blank Paper
  - d. Writing Utensils (Blue or black ink)
2. Activities to be completed  
This event is developed to help participants in their current job search (for SAE projects, part-time, and full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.

The following must be submitted online by the District Leadership registration deadline.

- a. Cover Letter (100 Pts)

- i. In the letter of intent, paragraphs are single spaced 8 ½ x 11" on white paper. The paper is to be single sided, block justified using Times, Times New Roman or Arial font, 12-point minimum font.
    - ii. The letter is to be addressed to:  
Joe Agriculturist  
555 Any Street NE  
Fargo ND 58105
  - b. Resume (150 Pts)
    - i. Single-spaced 8½" X 11" white paper. The resume is to be typed using Times, Times New Roman or Arial 12-point font minimum. The resume should not exceed two pages total. Do not use colored paper.
    - ii. Resume must be non-fictitious and based upon participants work history.
    - iii. Three references should be listed on the resume.
  - c. Application (50 pts)
    - i. Students will complete a standard job application on-line, prior to the district leadership deadline.
3. Activities to be completed at the event
  - a. Personal Interview (450 Pts)
    - i. Students will interview in front of a panel of judges.
    - ii. Each interview will last a maximum of twenty minutes.
4. Tiebreakers
  - a. In the event of a tie, the scores will be broken in the following order: 1. Personal Interview, 2. Resume, 3. Cover Letter, and 4. Application.

## **Awards**

All participants will be ranked Gold, Silver and Bronze. The top two individuals from each district will be eligible to advance to the State LDE Day.

The High Individual at the State Event will be named and be eligible to participate in the National Employment Skills Event. A stipend of \$500 will be provided from the FFA Foundation to attend the National FFA Convention to participate in the National Employment Skills LDE. All other travel expenses will be the responsibility of the individual and their chapter.

## Scoring

Section	Points
Cover Letter	100
Resume	150
Application	50
Personal Interview	450
<b>Total Possible</b>	<b>750</b>

## STATE

### General Plan

Members who have taken part in a previous national FFA Employment Skill event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.

Each participant's cover letter, resume, and application shall be the result of his or her own efforts.

### Procedure for the state event

1. The top two individuals from each District are eligible to advance to the State LDE Day in Bismarck.
2. Participants shall be ranked based on 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 placing will be determined in the same manner.
3. There will be one round at the state event.

### Event Format

1. Participants are allowed to bring the following items to the event.
  - a. Cover Letter
  - b. Resume
  - c. Blank Paper
  - d. Writing Utensils (Blue or Black Ink)
2. Activities to be completed

This event is developed to help participants in their current job search (for SAE projects, part- time, and full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to

apply. In other words, participants cannot develop fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.

The following must be submitted on-line by the designated date.

- a. Cover Letter (100 Pts)
  - i. In the letter of intent, paragraphs are single spaced 8 1/2" X 11" on white paper. The paper is to be single sided, block justified using Times, Times New Roman or Arial font, 12-point minimum font.
  - ii. The letter is to be addressed to:  
Joe Agriculturist  
555 Any Street NE  
Fargo ND 58105
- b. Resume (150 pts)
  - i. Single-spaced 8 1/2" X 11" white paper. The resume is to be typed using Times, Times New Roman or Arial 12-point font minimum. The resume should not exceed two pages total. Do not use colored paper.
  - ii. Resume must be non-fictitious and based upon participants work history.
  - iii. Three references should be listed on the resume.
- c. Application (50 pts)
  - i. Students will complete a standard job application, on-line by the designated deadline date.
- d. Personal Interview (450 pts)
  - i. Students will interview in front of a panel of the same judges.
  - ii. Each interview will last a maximum of twenty minutes.
- e. Follow Up Letter (100 pts) (State Only)
  - i. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter.
  - ii. Thirty minutes will be allowed to complete this section. Letters should be addressed to:  
Joe Agriculturist  
555 Any Street NE  
Fargo ND 58105

## Scoring

Section	Points
Cover Letter	100
Resume	150
Application	50
Personal Interview	450
Follow up Letter	100 (State Only)
<b>Total Possible</b>	<b>850</b>

## Awards

Ties will be broken by scores in the following order: 1. Personal Interview, 2. Resume, 3. Follow up Letter, 4. Cover Letter, and 5. Application.

Individual scores will be tabulated and broken into gold, silver, and bronze award areas. The High Individual at the State LDE Day will be named and receive a “baby bison” trophy and eligible to participate in the National FFA Employment Skills LDE. A \$250.00 award and a \$500.00 travel stipend to the National FFA Convention will be awarded by the ND FFA Foundation.