

## CAREER PREPARATION

<b>Contest Description:</b>	Individual contestants, using the 2022 guidelines and forms, will submit a Cover Sheet and Job Application form following the examples in the Career Preparation Study Guide. Contestants will also submit a Cover Letter, Résumé, and Reference List, which will be the contestant's design. Contestants will need to review and utilize materials provided in the Career Preparation Study Guide in planning and developing materials.
<b>Superintendent(s):</b>	Elizabeth C. Gambel
<b>Award:</b>	Louisiana 4-H Educational Trip
<b>Grade/Age Requirement(s):</b>	Must be enrolled in 8 <sup>th</sup> to 12 <sup>th</sup> Grade as of August 1, 2021.
<b>Team or Individual Contest:</b>	Individual
<b>Number of Entries Per Parish:</b>	Two (2) Entries

### Contest Rules:

Refer to Louisiana 4-H University General Rules and Guidelines for a complete set of event rules and guidelines.

1. If you are a returning Career Prep Contestant, be sure to update your record book accordingly. Consider changing the Job you are applying for and updating all required record forms including Résumé and Story.
2. There are **two components** to this contest: **Record Book** and **Personal Interview**. Refer to the 2022 Career Prep Study Guide for score sheets when completing the Record Book Components.

### Part 1: Record Book

- Comprised of six (6) parts: Make sure to use the forms that are included in the 2022 Study Guide to complete your Record Book Section.
  - a. Personal Information page:** The cover sheet **MUST** be signed by the contestant, parent or guardian, and 4-H agent. (NOTE: No need to submit Photo)
  - b. Cover Letter:** Prepare a one-page formal letter to accompany the job application for the part-time job you are applying for NOW.
  - c. Job Application:** Keeping the job you are applying for now in mind, complete the 2022 job application form that accompanies these contest rules. Be specific and thorough.
  - d. Résumé:** There is **NO** designated form provided. Each contestant should research the important components of a résumé and prepare a résumé accordingly.  
Google "LSU Olinde Career Center Student Career Guide" for résumé hints. Contestant submits a résumé giving the qualifications for the job for which he or she is applying for NOW. It is recommended that the résumé be one page in length and typed in 10-12-point font.
  - e. Reference Page:** Design a page to include three (3) references who are not related to the applicant and should contain pertinent contact information.  
A good reference for résumés, reference pages and cover letters can be found in the LSU Olinde Career Center Student Career Guide which can be obtained online.
  - f. Personal Development Story:** The story shall be a minimum of 4 and a maximum of 6 double spaced typed pages using 12-point font and 1-inch margins in either Times New Roman or Arial style. Points will be deducted when large fonts and margins are used. Refer to the 2022 Story score sheet as an outline. Answer every question then put your answers in paragraph form. Note the possible points that are assigned to each area of the story and place the appropriate emphasis in those specific areas.
  - g. Career Prep Record Book will need to be submitted online by June 10, 2022**

**Part 2: Personal Interview**

- a. All Contestants will be interviewed virtually for preliminary round on June 14-15, 2022. The situation for the contestant's interview will be the **job the contestant is applying for now, one representing a present-day situation**. Contestants will be asked questions related to work-place ethics and knowledge as indicated on the interview scorecard during the interview process. Following the interview, judges will inform the contestant his/her scoring has ended, and then will spend a few minutes discussing strengths and suggesting areas of improvement making the contest a true learning experience!
- b. Each contestant should wear an appropriate outfit for a job interview. For males: slacks, button down shirt and tie. Suits or sports coats are acceptable but not required. For females: skirt and blouse, dress, or appropriate slacks and top.
- c. For the first round of interviews, contestants will be divided into several groups. Each group will be interviewed by a team of 2 qualified judges. Your 4-H agents will have the schedule in advance of the contest day.
- d. Finalists who are invited to a second interview will be interviewed by one set of judges on June 22, 2022, at LSU.

**Scoring**

Round 1: Scoring based on the following:

Section/Component	Possible Score
Personal Information Sheet	5
Cover Letter	25
Job Application	25
Résumé	55
Reference Page	5
4-H Story	55
Interview Round 1	110
Total Possible Score after Round 1	280

Round 2: Contestants with the highest scores from Round 1 will be invited to participate in a second interview. Scoring will be based on the following:

Section/Component	Possible Score
Interview - Round 2	110
Total Possible Score	110
<i>In the case of ties the score of the 4-H story will be used.</i>	

**Contest Resource(s):**

- Contest Study Guide: Career Preparation Contest, 2022 Ed