



Overview

Multiple components: material submission prior to the conference.

JOB INTERVIEW

Type: Individual
Submission: PDF
Rating Sheet: <http://www.fbla-pbl.org/media/Job-Interview-FBLA-Rating-Sheets.pdf>

Specific Guidelines

- Cover Letter (one-page): Each competitor must apply for a business or business-related job at Merit Corporation (a fictitious company) in Washington, D.C. Company benefits include paid holidays and vacation, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer. Address the one-page cover letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041.
- The job must be one for which the competitor is now qualified or he/she will be qualified for at the completion of the current school year. It may be a part-time, internship, or full-time job.
- Résumé (not to exceed two pages): Highlight your work/volunteer experience.

Procedure

Prejudged

- Competitors will submit pre-judged materials to the regional director and state office by the date established annually.

Interview

- Competitors must bring four (4) hard copy of résumé and cover letter, to be left with the judges in a properly labeled folder.
- Label folders with the event title, competitor's name, region, and school. Include the competitor's name on all pages submitted.
- Résumés should be brief, not exceeding two (2) pages. Photographs are not allowed.
- Judges will conduct a ten (10) minute interview.
- Objective tests scores will be used to break a tie.

Eligibility

- Each chapter may submit one entry. The first-place regional winner will compete at the state level.
- Competitors must pay dues by March 1.

Presentation

Performance: 10 minutes

Warning: 9 minutes

A panel of judges will select the winners; all decisions are final. The number of awards presented will be determined by the judges. The maximum number of awards will be three (3) at the regional level and five (5) at the state level.