

# Job Interview

## I. Purpose

Coffeyville Community College Job Interview Event is designed for students to develop, practice and demonstrate skills needed in seeking employment in business/industry. Each part of the event simulates “real world” job interview activities that will be used by true employers.

## II. Event Rules

1. One cover letter and one resume will be mailed in one 9 X 12 envelope postmarked by March 16<sup>th</sup>, 2007\* to: Tina Logan, Business Computer Technology, Coffeyville Community College, 600 Roosevelt Street, Coffeyville, KS 67337. \*Failure to do so will result in disqualification from the event.
2. Each participant cover letter, resume and application will be the result of his or her individual efforts.
3. It is expected that participants be in business professional dress for each event.
4. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation.

## III. Event Format

A. Equipment- Students must provide their own writing utensils.

B. Preliminary Activities

The event is developed to help participants prepare for an actual job search. Therefore, the cover letter, resume 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. At the aforementioned deadline, participants in the Job Interview competition will submit the following:

a. Cover Letter (Points-100)

- i. One copy Block Style format 8 1/2” by 11” single sided on resume paper(Reference: The Gregg Reference Manual)
- ii. Letter is to be addressed as stated in Event Rules and dated to reflect the first day of event competition.

b. Resume (Points- 150)

- i. One copy 8 1/2” by 11” on resume paper single sided only, typed not to exceed two pages total. Suggested formats can be found in the Gregg Manual. Include a page of three references.
- ii. Resume must be non-fictitious and based upon actual skills and experiences.

C. Event Day Activities, to be completed on site:

- a. Application (Points- 50) Students will complete a standard job application, prior to the personal interview.
- b. Personal Interview (Points-450) This will consist of an interview in front of a panel of judge(s) for a maximum on 15 minutes
- c. Thank you or Follow-up Letter (Points- 100) Students will go to a Computer Lab using Microsoft Word and type a Block style format, one 8 1/2” X 11” single side Thank you letter. Suggested formats can be found in Gregg Manual.

## References

William A. Sabin *The Gregg Reference Manual (Tenth Edition, A Manual of Style, Grammar, Usage, and Formatting)*, , McGraw-Hill/ Irwin, 2005

101+ Commonly Asked Interview Questions ([http://www.geocities.com/aer\\_mcr/libjob/interview.html](http://www.geocities.com/aer_mcr/libjob/interview.html))