



# CAREER DEVELOPMENT

The purpose of the this contest is to help prepare AJSA members for their future. Through creating a resume, cover letter and the interview, participants will gain many skills that can help them in their future career.

- 1) This contest is for the senior division only.
- 2) Participants must submit a resume, cover letter & their selected job description in PDF format by May 15 to [contests@shorthorn.org](mailto:contests@shorthorn.org).
  - a) Resumes cannot exceed two pages in length. Resumes will be evaluated by the judges on organization, content, grammar, layout and relevance.
  - b) Cover Letter is limited to one page, describing additional job qualifications and background to accompany the resume and job description.
  - c) Contestants will pick from the three provided job descriptions available at [juniorshorthorn.org](http://juniorshorthorn.org)
- 3) Contest judges will receive participants resume, cover letter and job description before the contest to review.
- 4) Only judges, contestant and junior board or ASA staff member will be allowed in the room for this contest.
- 5) Interviews will be a maximum of 15 minutes. Interview order will be set at 20 minute intervals.
- 6) Participants are allowed to bring copies of their resume, cover letter and job description. No other materials are allowed.
- 7) Participants should wear business casual or business professional attire for the interview portion.
- 8) Participants will receive written comments and critique on their resume, cover letter and interview to be returned after the awards ceremony.
- 9) Judges will place participants based on their resume, cover letter and interview.