



2024 State Job Application Competition

Competition Type – Individual

Contest Purpose

The Job Application Competition is an opportunity for FGE members to develop and practice their cover letter and résumé writing skills, as well as their interview skills. In this competition, entrants apply for a position as a classroom teacher assistant (see job description in this PDF). This includes submitting a cover letter explaining why the entrant is a good candidate for the position, as well as a résumé that details relevant work, volunteer, and educational experiences.

Judges will review the cover letters and résumés and—just like any job application process—candidates will then be interviewed on-site at state competition. The interview will be conducted like any standard job interview. The judges will act as the school’s hiring committee and will ask questions of the job candidates one at a time. The candidate who submits the strongest cover letter and résumé and performs the best in the interview will be selected as the winner.

Competition Guidelines

- A. Entrants will apply for the fictitious position depicted in the job description included in this PDF.
- B. The cover letter must follow a standard cover letter format, including the return address of the entrant; the date; the complete name, address, and title of the recipient; a salutation; the body of the letter; and the closing.
- C. The cover letter must be typed in 12-point font and written in English. It should not exceed one page.
- D. The cover letter should complement, not duplicate, the entrant’s résumé. The cover letter should explain the reasons for the entrant’s interest in the position and school and identify his or her most relevant skills or experiences. The letter should express a high level of interest and knowledge about the position.
- E. The résumé must follow a standard résumé format and should highlight relevant job and volunteer experience, education, and leadership roles. The résumé should be clear and concise. Bullet points should be used to highlight strengths, accomplishments, and specific experiences.
- F. The résumé should be typed in 12-point font and written in English. It should not exceed two pages.
- G. All information in the cover letter and résumé must be accurate and supported. Information should not be fabricated.
- H. Combine your cover letter and résumé in a **single document** and save as a Word document or pdf. You will upload it as part of the entry process.
- I. The interview will take place at state competition. **Competitors should dress appropriately for a job interview.** The interview will last for approximately 10 minutes. All contestants will be asked the same interview questions. Questions will be the typical questions one might expect in any job interview. Questions will be asked by a panel of judges acting as the school’s hiring committee.

Judging and Scoring

- A. The judges’ decisions are final.
- B. Scoring is based on the Job Application Competition rubric (see Judge’s Rating sheet in this PDF).

How to Enter

- A. This competition is only for affiliated FGE chapters.
- B. To be eligible to compete, a student must have attended an FGE Day during the current school year or be registered to attend FGE Day at Mercer University on March 14.
- C. Only one student per chapter may enter.
- D. Entry process is paperless. We will utilize an online form which contains a link to upload the document containing your cover letter and résumé. **Entry must be submitted by midnight on March 1, 2024.**
- E. When you arrive at state competition, you will be given your assigned time for your interview.
- F. Arrive at the interview area at your assigned time.

JOB APPLICATION COMPETITION

Judge's Scoring Rubric – Advance Portion

Contestant's Name:

Contestant's School:

COVER LETTER	Possible Points	Points Assigned
The cover letter follows a standard cover letter format and includes the return address of the entrant; the date; the complete name, address, and title of the recipient; a salutation; the body of the letter; and the closing.	10	
The cover letter does not exceed one page and is typed in 12-point font. (Score 5 if criteria are met; score 0 if they are not.)	5	
The cover letter complements the résumé without duplicating it.	5	
The entrant clearly explains the reason for his or her interest in the position.	10	
The entrant clearly highlights relevant skills and experiences, creating a compelling argument for why he or she is a good choice for the position.	10	
The cover letter is free of grammar, punctuation, and spelling errors.	10	
RÉSUMÉ		
The résumé follows a standard résumé format.	5	
The résumé does not exceed two pages and is typed in 12-point font. (Score 5 if criteria are met; score 0 if they are not.)	5	
The entrant clearly highlights relevant job/volunteer/educational experiences and leadership roles.	10	
The bullet points in the résumé create a compelling argument for the entrant's qualifications yet are clear and concise.	10	
The entrant appropriately highlights strengths, accomplishments, and specific experience.	10	
The résumé is free of grammar, punctuation, and spelling errors.	10	
TOTAL	100	

Judges' Comments:

JOB APPLICATION COMPETITION

Judge's Scoring Rubric – On-site Portion

Contestant's Name:

Contestant's School:

INTERVIEW	Possible Points	Points Assigned
The interviewee stays on topic and fully answers each interview question.	10	
The interviewee demonstrates knowledge of the position and creates a compelling case for why he or she is a good fit for the position.	10	
The interviewee provides specific, logical examples to support his or her case.	10	
The interviewee is dressed appropriately for a job interview and presents a professional image.	10	
The interviewee's voice is easy to hear and demonstrates a variety of tones as appropriate.	5	
The speaker uses appropriate gestures and body language, including eye contact.	5	
The interviewee is confident, sincere, and enthusiastic.	5	
The interviewee uses correct grammar and pronunciation.	5	
TOTAL	60	

Judges' Comments:



2024 State Job Application Competition Job Description

Position: Classroom Teacher Assistant (Kindergarten)

Application Deadline: March 1, 2024

Starting Date: July 29, 2024

Job Description

Title: Teacher Assistant

Position Type: Part-time

Positions Available: 1

Qualifications:

1. Some teacher preparation coursework and/or FGE experience at the high school level
2. A proven ability to work in a polite and friendly manner with many different publics
3. Must have strong communication and organization skills and be able to work well with others

Job Goal

Westside Elementary School is seeking a classroom teacher assistant. Candidates should be able to assist the teacher with classwork, instruction, and daily care for kindergarten students and help establish a class environment favorable to learning and personal growth. Candidates will be responsible for establishing effective relationships with students and motivating students to develop skills, attitudes, and knowledge needed to provide a good foundation for elementary education. Candidates will also be responsible for establishing good relationships with parents and other staff members.

Performance Responsibilities (include but are not limited to):

1. Assist classroom teacher with instruction of reading, language arts, social studies, mathematics, science, health, or other assigned subjects, using the curriculum adopted by the school as well as other appropriate learning activities
2. Help develop lesson plans and instructional materials
3. Assist with individualized and small group instruction to adapt the coursework to the needs of each student
4. Help translate lesson plans into learning experiences
5. Help establish and maintain standards of student behavior, creating a positive class atmosphere that promotes learning
6. Assist in evaluating students' academic and social growth by keeping appropriate records and preparing progress reports
7. Help communicate with parents/keep parents aware of student's progress by participating in parent-teacher conferences, as well as other means of communication
8. Help identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
9. Help create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers
10. Help supervise students in out-of-classroom activities during the assigned working day as appropriate
11. Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the classroom teacher and/or principal

Please address application materials to:

Westside Elementary School
Attn: Principal Kristen Williams
111 Main Street
Anytown, GA 31234