

**NC STATE UNIVERSITY**

March 12, 2021

**Carmen Bracey**  
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**MEMORANDUM**

TO: Advisors of Job Interview LDE Participants  
FROM: Carmen Bracey, State FFA Coordinator  
RE: 2021 NC FFA Job Interview Virtual LDE

The 2021 North Carolina FFA Job Interview Virtual CDE will be held on **May 12, 2021**. Cover letters, resumes, and job posting information are due by **5:00 pm on April 12** and should be emailed to [carmen\\_bracey@ncsu.edu](mailto:carmen_bracey@ncsu.edu).

This event is open to any chapter in the state. Each chapter may submit one individual to participate in the virtual event. There will only be one division for this event. There will be no junior division. There are no registration fees for this virtual career development event.

**April 12, 2021 — Online Registration Deadline**

Advisors must register their participant by the deadline in order to participate. Late entries will not be accepted.

To register, go to: <https://ncffa.org/ncffa-more/2020-2021-virtual-events/> and click on the "Job Interview" link in the table. Please provide complete registration information for each student.

Advisors must provide a valid email address for each individual student at the time of registration. The email address for each student is needed to administer the online event to each specific student.

Student waivers are required for virtual career development events and must be uploaded at the time of registration. One virtual student waiver form has been created for all virtual career and leadership development events. The student waiver form is available in MS Word and PDF format on the registration website listed above. Waivers must have an original signature. Completed student waivers should be submitted online on the Job Interview LDE Registration page. Accepted file types for uploading include: MS Word, PDF, JPG, and PNG.

**Virtual Event Format**

This virtual career development has been designed for students to participate from any location. Students may participate from the comfort and safety of their own home or any other location of their choosing. There is no special software or application that students will need to download to participate in the virtual event. Students need access to any device that has an internet browser and an internet connection. The online event will be administered using Zoom. Please follow all local rules and regulations regarding group gatherings and visiting schools.

### **North Carolina FFA Honesty Pledge**

Students should participate *individually*. All work they do should be the result of their own efforts with no assistance from anyone or any type of reference material available in any form.

### **North Carolina FFA Virtual CDE/LDE Dress Code**

FFA members participating in a virtual CDE/LDE should be in official dress, a shirt with a collar, or an FFA/school shirt. No scoring penalty will be assessed if students do not have official dress.

### **Special Accommodations**

Advisors should email [carmen\\_bracey@ncsu.edu](mailto:carmen_bracey@ncsu.edu) at the time of registration if any student requires any special accommodation to participate in the virtual career development event.

### **Job Interview LDE Virtual Format**

The Job Interview LDE will contain three parts – the cover letter, resume (with the job announcement for which they are applying), and the personal interview.

### **Cover Letter**

Each participant should submit a cover letter following the Job Interview LDE event guidelines found online at: [https://ncffa.org/as/ncffa/i/chan/documents/Job\\_Interview\\_LDE\\_2019-20.pdf](https://ncffa.org/as/ncffa/i/chan/documents/Job_Interview_LDE_2019-20.pdf) The cover letter should be addressed to Carmen Bracey and should be dated April 12, 2021. The cover letter should be submitted as a PDF file.

### **Resume**

Each participant should submit a resume following the Job Interview LDE event guidelines found online at: [https://ncffa.org/as/ncffa/i/chan/documents/Job\\_Interview\\_LDE\\_2019-20.pdf](https://ncffa.org/as/ncffa/i/chan/documents/Job_Interview_LDE_2019-20.pdf) The resume should be submitted as a PDF file.

**The cover letter, resume, and job announcement should be emailed as one single PDF document to [carmen\\_bracey@ncsu.edu](mailto:carmen_bracey@ncsu.edu) by 5:00 pm on April 12, 2021.** Late entries will not be accepted.

### **Personal Interview**

All cover letters and resumes will be scored. The top scoring participant from each of the eight NC FFA regions will be invited to the personal interview round on **May 12, 2021**. The personal interview for the eight finalists will follow the event guidelines found online at:

[https://ncffa.org/as/ncffa/i/chan/documents/Job\\_Interview\\_LDE\\_2019-20.pdf](https://ncffa.org/as/ncffa/i/chan/documents/Job_Interview_LDE_2019-20.pdf)

Once the top eight finalists are determined, additional information will be sent regarding the exact time and connection information for the personal interview on May 12, 2021.

### **Scoring**

<b>Activities</b>	<b>Points</b>
Cover Letter	100
Resume	150
Personal Interview	450
Maximum Points	700

**Final Results**

When all personal round scores have been tabulated, the results of the event will be shared via the NC FFA Listserv.

If you have any questions, please contact: Carmen Bracey, State FFA Coordinator, Mobile (919) 883-6224, [carmen\\_bracey@ncsu.edu](mailto:carmen_bracey@ncsu.edu).