

### DESCRIPTION

Jobs for Montana's Graduates (JMG) students belong to the Montana Career Association (MCA), a professional student organization. Each JMG class represents a unique MCA chapter. Individual JMG students will demonstrate their comprehension of career preparation and job attainment skills by submitting a cover letter, job application, and resume for a simulated job opening.

### PURPOSE

Provide JMG students an opportunity to showcase their skills and understanding of career preparation and job attainment by competing in the job screening process (**Phase 1**) in an effort to be selected for an interview (**Phase 2**).

### ELIGIBILITY

Open to all 12th grade JMG students currently enrolled in the MCA with up-to-date Jobs for America's Graduates eNDMS rosters as verified by JMG state staff.

### ENTRIES

12th grade JMG students only; no limit to the number of entries per chapter.

### OBSERVERS

There are no observers for this event

### COMPETITIVE EVENT TIMELINE

Employment Preparation, Phase 1 documents will be post marked on or before the JMG registration deadline, which will be within the last couple weeks of March. The date will be set and communicated to Career Specialists each year. The Employment Preparation job application packet will be distributed to judges approximately one week after received by the JMG state office. Employment Preparation, Phase 1 judges will have 10 business days to review and score the job application packets.

### EVENT RULES

1. The JMG company profile information and job descriptions are attached. Competitors may only apply for 1 of the 4 positions available.
2. Student competitors are required to submit a **resume**, signed **cover letter**, and signed **job application** complete with factual experience based upon the students' qualifications for the mock position for which the student is applying.
3. Standards for the cover letter and resume are included.
4. Student competitors will submit their job application packet in a 9" x 12" envelope containing the following information:

# COMPETITIVE EVENT GUIDELINES

## for **EMPLOYMENT PREPARATION PHASE I**

- **Return Address:**
    - Student Name
    - School Name, School Year
    - Employment Preparation Phase 1
  - **To Address:**
    - Program Manager - IGNITE  
RE: [Specific Job Title]  
JMG - DLI  
PO Box 1728  
Helena, MT 59624
5. Employment Preparation Phase 1 submissions will be judged based on the criteria in the scoring sheet.
  6. The “Points Possible” column on the score sheet indicates the maximum number of points available for each section. It is appropriate to record “Points Achieved” in a range from 0 to the maximum number.
  7. Student competitors selected to compete in Phase 2 will be notified by the JMG state office. The Career Specialist will also be notified by email.
  8. Judges' decisions are final.



## COMPANY PROFILE

JMG is an organization that markets a variety of products, curriculum and resource materials to schools and communities around the state of Montana. We also provide technical assistance and support to our end users.

## MISSION

TO EMPOWER AND MOBILIZE YOUNG MONTANANS TO ACHIEVE ECONOMIC INDEPENDENCE

## VISION

At JMG, we envision a world where students are engaged in their own learning and have taken control of their path to success.

## VALUES

STUDENT VOICE | INNOVATE | MOBILIZE | EMPOWER | CONNECT

## HOW WE DO IT

- Provide cutting-edge educational materials, curriculum and resources to teachers; helping motivate students to get involved in their personal and professional development, while learning how to be successful, career-ready adults upon high school graduation.
- Collecting and reporting measurable outcomes to support the work that is accomplished by teachers, students, schools, communities, and the state
- Connecting students with local employers by bringing them into the classroom to be guest speakers, requiring students to conduct job shadows and involving local employers in community service projects and fund raisers

**JMG is currently seeking qualified entry level applicants to join our team. For more information on each job posting, and instructions on how to apply, please review the following job descriptions.**

## for **EMPLOYMENT PREPARATION PHASE I**

### **JOB POSTING FOR: ADMINISTRATIVE ASSISTANT**

#### **Job Overview:**

The Administrative Assistant works closely with the JMG State Director and provides support to the JMG program managers. The position requires performing a variety of administrative and clerical duties; coordination of office functions, records management, user support for computer software applications, customer service, reception duties and drafting written correspondence. This position requires a working knowledge of JMG, and Work Force Services Division goals, objectives, policies and procedures

#### **Essential Functions (Major Duties or Responsibilities):**

- Perform a variety of reception and administrative duties to include scheduling meetings, records management, managing the director's appointments and drafting correspondence.
- Provide exemplary customer service to clients using both verbal and written communication.
- Provide user support for JMG computer software applications.
- Provide information to JMG team regarding local labor market conditions, client needs and requirements.
- Perform other duties as assigned, including but not limited to faxing, scanning, printing, copying, data-entry, and note taking for meetings.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to two years of high school business and/or English classes, plus six months of customer service experience. Computer experience required.

#### **Knowledge, Skills and Abilities:**

Knowledge of office computer applications; Microsoft Office Suite, Montana Career Information Systems (MCIS), and the Internet. Ability to acquire and continuously improve knowledge of various software applications. Must have the ability to assist customers in use of related software and troubleshoot basic computer problems.

Knowledge of office practices and procedures to include; spelling, grammar, and composition; basic accounting practices and procedures; basic research methods and current social and labor market conditions in the area.

Ability to acquire knowledge of program policies and procedures to include services provided by Jobs for Montana's Graduates, community resources, workforce partners; department programs, regulations and policies.

**To Apply:** Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE  
RE: Administrative Assistant  
DLI-JMG  
PO Box 1728  
Helena, MT 59624-1728

### **JOB POSTING FOR: CUSTOMER SERVICE ASSOCIATE**

#### **Job Overview:**

The person in this position is positive, organized, creative, and independent. Must become knowledgeable and effectively communicate the goals and values of JMG. This is a full-time position that includes some travel in and out of state.

#### **Essential Functions (Major Duties or Responsibilities):**

- Greet customers in a professional and courteous manner.
- Describe merchandise and explain its use.
- Recommend, and help locate or obtain merchandise based on customer needs and desires.
- Determine charges for services requested, collect deposits or payments, and arrange for billing.
- Process cash or credit card payments.
- Check to ensure that appropriate changes were made to resolve customers' problems.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to one year of high school business class or a related field, and one year of public contact experience. Computer and Microsoft Office Suite experience is required.

#### **Knowledge, Skills and Abilities:**

Must be able to organize and prioritize workload; readily accept direction and supervision; and learn new procedures. Must be able to effectively communicate, provide excellent customer service. Must establish and maintain effective working relationships with organizational personnel and the public. Applicant must be able to work under general supervision and make efficient use of work time and possess the ability to re-focus on the tasks at hand and meet deadline requirements while coping with frequent interruptions.

Ability to acquire knowledge of program policies and procedures to include services provided by Jobs for Montana's Graduates, community resources, workforce partners; department programs, regulations and policies

**To Apply:** Submit Cover Letter, Resume and Job Application to:

**Program Manager – IGNITE**  
**RE: Customer Service Associate**  
**DLI-JMG**  
**PO Box 1728**  
**Helena, MT 59624-1728**

### **JOB POSTING FOR: CUSTODIAN**

#### **Job Overview:**

Responsible for cleaning and upkeep of building interiors, exteriors, landscape and grounds.

#### **Essential Functions (Major Duties or Responsibilities):**

- Provide custodian services with emphasis on cleaning public areas, including restrooms, carpeted and hard-surface floor care, trash removal, room set-ups and other related duties.
- Works individually or on a team in an assigned area.
- Provide maintenance support throughout building to ensure smooth business operations.
- Duties include, but may not be limited to: scrubbing, mopping, washing, sealing, disinfecting and polishing hard surface floors; vacuuming and shampooing carpeted floors; dusting and polishing furniture; washing windows and mirrors; polishing bathroom and shower fixtures; emptying trash receptacles to dumpsters; replacing light bulbs and fluorescent tubes; handling commercial (industrial) cleaning chemicals and moving supplies up and down stairs.
- Aids with special event preparation, set-up and cleanup
- Enforce building and security regulations
- Maintain good communication channels with Jobs for Montana's Graduates teammates and performing related duties as required.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to one year of high school with CTE (Career and Technology Education) coursework, or six months experience in maintenance, housekeeping or a related field, and six months of various public contact experience. Must be able to regularly lift 50 lbs.

#### **Knowledge, Skills and Abilities:**

Experience in successfully prioritizing daily duties and adapting to changing priorities, while accurately following instructions and procedures. Works effectively in a team-oriented environment. Be mechanically inclined and have a basic understanding of how to work industrial equipment or able to learn. Considerate, positive attitude. Willingness to participate in continued training as appropriate.

**To Apply:** Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE  
RE: Custodian  
DLI-JMG  
PO Box 1728  
Helena, MT 59624-1728

### **JOB POSTING FOR: ENTRY LEVEL MARKETING AND GRAPHIC DESIGN ASSISTANT**

#### **Job Overview:**

Assists in the implementation of Jobs for Montana's Graduates communications strategy. Assists in the development of concepts, designs and layouts for printed publications, brochures, memos, and presentations. Help develop creative designs for use in digital and social media. Aid in the execution of social media strategy developed in coordination with the Jobs for Montana's Graduates team.

#### **Essential Functions (Major Duties or Responsibilities):**

- Provide editorial and design support to Jobs for Montana's Graduates staff, creating materials and making recommendations based on knowledge of current trends and accepted principles of good design.
- Assist with the development of layout and design for web media and print publications; brochures, reports, presentations, social media graphics, templates, banners, print advertising and other materials as needed.
- Monitor and respond to online buzz and keeps Jobs for Montana's Graduates staff aware of trends in online discussions. Shares content across social media channels, including Facebook, LinkedIn, YouTube, Twitter and other emerging social media platforms.
- Provide support in public relations campaigns, special projects and initiatives.

#### **Minimum Qualifications (Education and Experience):**

Education and experience equivalent to one year of leadership experience, two years of high school course work in web design and/or art related field, and one year of various public contact experience. Computer experience and knowledge of various software applications is required.

#### **Knowledge, Skills and Abilities:**

Knowledge of computer design applications and ability to acquire and continuously improve knowledge of various software and mainframe applications. Skilled in use of social media platforms, including Facebook, Twitter, LinkedIn and YouTube.

Ability to acquire knowledge of program policies and procedures to include services provided by Jobs for Montana's Graduates, community resources, workforce partners, department programs, regulations and policies

**To Apply:** Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE  
RE: Entry Level Marketing & Graphic Design Assistant  
DLI-JMG  
PO Box 1728  
Helena, MT 59624-1728



### COVER LETTER EXAMPLE

#### TEN COMPONENTS

1. Letterhead
2. Date
3. Address Block
4. Reference
5. Salutation
6. Proof
7. Purpose
8. Closing
9. Signature
10. Enclosure

Dennis Grant (1)

123 Main Street | Missoula MT 59801 | 406.243.2345 | dgrant@gmail.com

October 23, 2013 (2)

Ms. Jill Smith, Recruiter (3)  
ABC Company, Inc.  
234 Front Street  
Missoula, MT 59801

RE: Retail Associate (4)

Dear Ms. Smith (5)

(6) Your advertisement for the job of Retail Associate caught my attention, as the listed requirements match perfectly with my background and skill set. I possess three years of experience directly related to customer service. With my strong interest in Sales and Marketing, I believe that I have many of the capabilities and skills required for becoming an integral and productive part of your sales team.

(7) My previous work experience has supplied me with a working knowledge that can be easily applied to the retail sector. I am a proficient user of Microsoft Excel, have excellent communication skills and work well in a team environment or independently. I have been placed in high stress, fast paced and dynamic situation in the past and I have proven that I work very well under pressure. As an employee in the restaurant industry I have learned the value of providing excellent communication and customer service with are skills that directly correlate to the retail industry and the position that you are offering.

Going forward, I feel as if my background, personality, and drive are suitable for employment within your company. I hope to have the opportunity to expand my professional career with your company and I am confident that I can be and asset to your growing team.

(8) I am excited about the opportunity of working with such and esteemed business as yours. I will be in contact with you to set up an appointment to further discuss your specific needs and my ability to meet them convenient time.

Sincerely,

*Dennis Grant* (9)

Dennis Grant

Enclosure: Resume (10)



## for **EMPLOYMENT PREPARATION PHASE I**

### RESUME EXAMPLE

#### RESUME COMPONENTS

1. Headline
2. Career Statement
3. Career Summary
4. Core Competencies
5. Career Highlights
6. Professional Experience

Dennis Grant  
 123 ABC Street | Missoula MT 59801 | 406.243.1234 | tsmith@gmail.com

**Retail Associate & Customer Service (1)**

**(2) *Reliable, Driven and Competent***

**(3)** Strong interpersonal and time management skills enhanced by taking part in activities and training that develop confidence and communication skills. Proven ability to establish rapport and collaboration through employment and volunteer engagements. A dedicated individual who is motivated to maintain customer satisfaction and positively contribute to company success.

**(4) Core Competencies:**

- Customer Service
- Microsoft Office Suite Proficient
- SERV Safe Certified
- Conflict Resolution
- Teamwork
- Energetic Work Attitude
- Problem Solving
- Cash Management

**(5) Career Highlights**

- President of Local Chapter of Jobs for Montana's Graduates Program
- Facilitated and participated in Community Service event to beautify the downtown area by painting murals of area attractions on buildings
- Currently working on final Community Service project to achieve rank of Eagle Scout

**(6) Employment History**

12/2017 – Present	Nations Burger Station, Hometown, MT <i>Team Member</i> <ul style="list-style-type: none"> <li>• Received customer orders in fast-paced environment</li> <li>• Prepared and packaged food items per customer's order</li> <li>• Received payments and returned accurate change.</li> <li>• Maintained a clean and safe working environment</li> </ul>
01/2014 – Present	U- Cattle Ranch, Hometown, MT <i>Ranch Hand</i> <ul style="list-style-type: none"> <li>• Feed and water livestock</li> <li>• Repair fences</li> <li>• Assist in the branding and vaccination of cattle</li> <li>• Set up and operate irrigation equipment</li> </ul>
01/2015 – 12/2017	Hometown Restaurant, Hometown, MT <i>Cook</i> <ul style="list-style-type: none"> <li>• Prepare and cook food items from menu</li> <li>• Maintain a clean working environment</li> <li>• Maintain safety standards in work areas</li> </ul>

## **for EMPLOYMENT PREPARATION PHASE I**

### **TEN COMPONENTS OF A STANDARD COVER LETTER**

1. **Letterhead** - Applicants Name and Contact Information, to include; Address, Phone Number and Email Address
2. **Date** - Date the letter is being written
3. **Address Block** - Name and Address of Company
4. **Reference** - Job Title for Position
5. **Salutation** - Greeting
6. **Proof** - Applicants brief explanation of why they are the ideal candidate for position
7. **Purpose** - Explanation of further related experience and/or training, that would make the applicant ideal for the position
8. **Closing** - Thanking business for time and consideration as well as indication of anticipated response
9. **Signature** - Applicant signature
10. **Enclosure** - Notation stating a resume is enclosed

### **SIX COMPONENTS OF A STANDARD RESUME**

1. **Headline** - Applicants Contact Information and Resume Title
2. **Career Statement** - Eye catching statement of personal attributes
3. **Career Summary** - Introductory declaration of your skills and abilities
4. **Core Competencies** - Individuals main strengths, can include certifications and/or professional licenses
5. **Career Highlights** - Listing of key achievements, skills, and experiences
6. **Professional Experience** - Listing of work experience, this can be paid or unpaid employment

## for EMPLOYMENT PREPARATION PHASE I

**Application Instructions:**

- Please complete this application by typing or printing in ink. *INCOMPLETE* or *UNSIGNED* applications will not be considered.
- We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, material status, or disability.

JOB TITLE (for which you are applying):			
<b>PERSONAL DATA</b>			
NAME		EMAIL	
ADDRESS		PHONE	
CITY		STATE	ZIP CODE
<b>EDUCATION</b>			
WILL HAVE HIGH SCHOOL DIPLOMA OR HISET AT END OF CURRENT SCHOOL YEAR		<input type="checkbox"/> Yes	<input type="checkbox"/> No
RELEVANT COURSEWORK COMPLETED (Please list all that apply, use separate sheet if needed)			
EXTRACURRICULAR ACTIVITIES (Please list all that apply, use additional page if needed)			
<b>WORK/SERVICE EXPERIENCE</b> (List in chronological order, beginning with most recent first)			
COMPANY/PROJECT NAME			
SUPERVISOR/LEAD NAME		JOB TITLE/ROLE	
DUTIES/RESPONSIBILITIES			
COMPANY/PROJECT NAME			
SUPERVISOR/LEAD NAME		JOB TITLE/ROLE	
DUTIES/RESPONSIBILITIES			
COMPANY/PROJECT NAME			
SUPERVISOR/LEAD NAME		JOB TITLE/ROLE	
DUTIES/RESPONSIBILITIES			

## for EMPLOYMENT PREPARATION PHASE I

### JOB APPLICATION, PAGE 2

REFERENCES		
NAME	PHONE NUMBER	RELATIONSHIP

The information that you provide on this application is subject to verification. Falsifications or misrepresentations will disqualify you from consideration for Employment Preparation.

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This application provided by: Job Service Operations Bureau*

Judge # \_\_\_\_\_

<b>HIGH SCHOOL NAME</b>	
<b>STUDENT NAME</b>	

“POINTS ACHIEVED” CAN BE AWARDED IN A RANGE FROM 0 TO MAXIMUM “POINTS POSSIBLE”	POINTS POSSIBLE	POINTS ACHIEVED	COMMENTS (Comments are very helpful for students’ learning and are highly encouraged)
<b>ENVELOPE</b>			
• Addressed correctly to sender and return address is complete	<b>5</b>		
<b>COVER LETTER</b>			
• Individualized letterhead, including contact information	<b>5</b>		
• Includes date, address block	<b>5</b>		
• Reference, salutation, signature, and enclosure	<b>5</b>		
• Proof Paragraph	<b>5</b>		
• Purpose Paragraph	<b>5</b>		
• Closing Paragraph	<b>5</b>		
• Free from grammar, punctuation, and spelling errors	<b>10</b>		
<b>RESUME</b>			
• Same individualized letterhead from cover letter	<b>5</b>		
• Headline & Tag lines	<b>5</b>		
• Career Statement	<b>5</b>		
• Career Summary	<b>5</b>		
• Core Competencies / Proficiencies	<b>5</b>		
• Career Highlights / Testimonials	<b>5</b>		
• Professional Experience	<b>5</b>		
• Free from grammar, spelling, and punctuation errors	<b>10</b>		
<b>APPLICATION</b>			
• Completed in entirety, either typed or neatly hand-written in black ink	<b>5</b>		
• Free from grammar, spelling, and punctuation errors	<b>5</b>		
• Signed by student competitor	<b>5</b>		

**To provide additional comments, please use the back of this page.**



# COMPETITIVE EVENT GUIDELINES

*for* **EMPLOYMENT PREPARATION PHASE I**

