

### 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 apply for only 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 via email: [kdelzer2@mt.gov](mailto:kdelzer2@mt.gov)

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.

