

## **Job Interview Competition Checklist**

This is list is from the competition rubric and guidelines. Check to make sure each of these are completed and included in the lesson plan and video

### **Resume**

- \_\_\_\_\_ Is typed in English
- \_\_\_\_\_ Does not exceed two pages
- \_\_\_\_\_ Follows standard resume format.
- \_\_\_\_\_ Includes two references
- \_\_\_\_\_

### **Cover Letter**

- \_\_\_\_\_ Is typed in English
- \_\_\_\_\_ Does not exceed one page
- \_\_\_\_\_ Follows standard cover letter format.
- \_\_\_\_\_ Complements, does not duplicate the resume.
- \_\_\_\_\_ Includes reasons for wanting the job.
- \_\_\_\_\_ Includes relevant skills and/or experiences.
- \_\_\_\_\_ Includes when you expect to receive a high school diploma.

### **Interview**

- \_\_\_\_\_ Research the responsibilities and duties of a paraprofessional
- \_\_\_\_\_ Research possible questions the judges may ask and practice your responses to them

**The Cover Letter and Resume must be submitted by Feb. 5th**