**Workforce Preparation 1.01, P:1**

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| --- | --- |
| Term | Information |
| Resume | 1. Designed to give the \_\_\_\_\_\_\_\_\_\_ information about your background \_\_\_\_\_\_\_\_, job experience and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Should be tailored for each job
3. Purpose is to get an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Most resumes should be \_\_\_\_ page in length and no more than \_\_\_\_\_ pages in length.
5. Items to include:

1.2.3.4.5.6.7. |
| Cover Letter | 1. Preview to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Should be brief, \_\_\_\_\_ page, but no more than \_\_\_\_ page.
3. Items to include:

1.2.3.4. |
| Job Interview | 1. Cover letter sent in to assist in establishing an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date.
2. Follow-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is typically recommended to secure interview.
3. Resume is sent in with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Typically suggested that the individual bring a copy of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the interview as well.
4. Individual should dress in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attire that is fitting for the job.
5. Prepare for the interview and application proves.
6. Answer interview questions below:
7. What can you tell me about yourself? (Highlight aspects relevant to job.)
8. What are your three greatest strengths?
9. What are your three greatest weaknesses? (Frame strengths as weaknesses)
10. Why should I hire you? (Look at skills and accomplishments)
11. How do you usually get along with your coworkers? (Team player)
12. Last month, how many days of school or work did you miss?
13. If you could do things differently, what would you change? (Emphasize something you

did well and discuss how it could have even been better)1. What do you want to be doing five years from now? (Answer should highlight some sort

of career growth) |

**Create a cover letter and a resume project 1.01**

1. Create your Resume. You can use Publisher or Microsoft Word to get a template. Include:
	1. Name and Address
	2. Objective
	3. Education
	4. Experience
	5. Activities
	6. Skills
	7. Awards
	8. References (at least one- can’t be a family member. Must include name, address, and phone number.
2. Create a cover letter. Use Publisher or Microsoft Word for a template.

1362 Tarboro Rd.

Youngsville, NC 27596

Mobile: (919) 601-6204

Email: jriedelwcpss@gmail.com

Jodi Songer Riedel

Dear Dr. John Dole:

My ten years of experience in horticulture and education is an excellent match to the qualifications you are seeking for your Horticulture Lecturer position at North Carolina State University. I bring to the table a breadth of horticultural knowledge and experiences with great practice using a variety of plant materials and practices. My passion is educating people about horticulture and promoting the green industry.

Since 2000, I have developed a number of relationships in the horticulture industry and beyond. As a dynamic presenter, I have effectively facilitated workshops, classroom instruction, and presentations for a number of diverse audiences. During my tenure as an agricultural education teacher overseeing 150 students, I have accomplished much, including:

* Named North Carolina’s Outstanding Environmental Educator
* Cultivated plants in a greenhouse and in gardens using Ball Seed products
* Managed over $20,000 gross sales in student-grown floriculture crops annually
* Presented diverse workshops to community members and horticulture industry stakeholders

In all positions held, I have consistently exceeded job standards and professional growth goals. I would be honored to serve as North Carolina State University’s Horticulture Lecturer and will work diligently to promote the Green Industry and North Carolina State University. Based on my skills and qualifications, I am certain that I will be a great match to the type of candidate you are seeking for this position.  I look forward to hearing from you soon in order to set up an interview to further discuss my background and experiences.

Thank you for your time and attention.

Sincerely,

Jodi Songer Riedel

Jodi Songer Riedel

1362 Tarboro Rd, Youngsville, NC 27596

(919 )601-6204/ Email jriedel@wcpss.net

# B.S. Horticulture, Michigan State University: 2002

# M.S. Agricultural and Extension Education, North Carolina State University: 2006

## **OBJECTIVE To obtain a job at NCSU as a temporary lecturer.**

## **TEACHING EXPERIENCE**

#### Wakefield High School Agricultural Education and FFA Advisor

 *Wakefield High School, Raleigh, NC 2002-present*

Instruct 150 students in horticulture science (including Turfgrass, Landscape, and Horticulture Honors courses), maintain a 1,600 ft2 advanced greenhouse and facilitate cultivation in diverse and currently marketed plant materials, plan and execute over $20,000 in annual plant sales from student grown materials, implement over ten field trips to local green businesses and student horticultural competitions, maintain an organic vegetable garden and seven other demonstration gardens on campus, design and install a home or business landscape annually, and design and install an annual award winning NC state fair demonstration garden.