

Elf interviews will start December 13 and continue through December 15. So far I have the district's assistant superintendent, a director at Asurion Corp., and the retired owner of Bonanza Fans coming in to interview. It is very exciting and I know more people will jump on the bandwagon.

What to do:

1. Look over the list of possible jobs available and choose one before December 12.

2. Write a letter to the person indicated on the job description telling why you want the job and how you are qualified. Make sure that your writing is neat. Follow the letter form below. No artwork.

**Format of Application Letter to Employer**

Your street address

Your city, state, zip code

Date letter was written

Name of the person you are writing to

Street address

City, state, zip code

Dear (person you are writing to):

I am applying for (name of job). I am qualified for this job because... (list at least three reasons why you would be a good candidate. Make sure to include specific examples).

I attended college at (name of made up college) and graduated with many honors. (List the honors in the next few sentences).

My other experience includes (other jobs that you have had that may help you get the job)...

I feel I am the best person for the job because... (list at least two reasons why and explain).

Sincerely,

Your first and last name

3. Look over the following questions that I am giving to the interviewers. Practice your interview skills at home. (Interviewers may add a couple of their own questions).

Instructions for interviewers

The candidate will come in, introduce himself/herself to interviewer, and shake hands.

Candidate will hand you his/her letter and (possibly) a letter of recommendation.

Some possible questions are:  (You may add your own)

\*Why do you want this position?

\*What makes you a good candidate for this job?

\*How do you get along with others?  Give an example.

\*What do you do when you are stressed? How do you relax?

\*What are your strengths?

\*In what area(s) would you like to improve?

\*Do you have any questions for me?

At the end of the interview thank the candidate and say we will be making our decision soon.  The applicant should thank you, shake your hand, and say good-bye.

4) Look over the following important points about having a successful interview.

a. Dress nicely and be well groomed

b. Listen to the interviewer carefully and think about your

answer

c. Talk enough to appear interesting but don't be silly

d. Use polite, formal language

e. Make eye contact with the interviewer

f. Be friendly in a polite and respectful way

g. Make sure you have a thoughtful and job related question

to ask the interviewer

h. Say "Hello" at the beginning of the interview and shake

hands

g. Say "Thank you" and "Good-bye" at the end of the

interview and shake hands

h. Try and relax. Smile sometimes.

5) (Optional) Get someone to write you a letter of recommendation.