

**MET Job Application and Interview Event
Student Activities**

Complete each activity listed below. Secure all portions of the event with a paper clip and submit with a cover page containing the following information:

**MET Job Interview Event
Student Name
Name of High School/DECA District #
Name of Advisor / Phone Number
School Address
City/State/Zip**

- 1. Cover Page**
- 2. Completed Official Entry Form**
- 3. Completed Participant Authorization Form**
- 4. Completed Employment Application**
- 5. Completed Cover Letter**
- 6. Prepare a Resume**
- 7. Letter of recommendation from school official, counselor or teacher**
- 8. Letter of recommendation from an employer or other source**

SITUATION:

You are to assume the role of a graduating senior in search of a full time job. Your cover letter and resume should be geared towards the following advertisement from the December 14th edition of the Fort Worth Star Telegram.

POSITION PURPOSE:

Marriott, a leader in the hotel industry is seeking a Service Agent for the front office, who has the ability to foster positive relationships with hotel clientele in order to expand and maintain an excellent customer service rating. This position will serve as the main point of contact for all hotel guest requests and needs.

DESCRIPTION:

Agent is responsible for answering calls, recording the guest requests and then pursuing the issues to a resolution. The agent must exhibit courteous hospitality at all times and must be pro-active in every area including offering additional services. Customer service skills need to be a top priority.

Address Cover Letter to:
Mr. James Hilliard
Human Resource Manager
Marriott
1120 W. Debbie Lane
Mansfield, TX 76063

DISTRICT _____
DATE ___/___/___

**Job Application and Interview Event
OFFICIAL ENTRY FORM**

**THIS FORM
MUST BE TYPED**

(One person per entry form only)

Name of Participant _____

Home Address _____

City _____ Zip _____ Phone _____

School District _____

School Name _____

School Address _____

City _____ Zip _____ Phone _____

Advisors Name _____ Phone _____

Statement of Assurances

We, the undersigned, verify that the entry packet submitted is solely the work of the above participant.

Student Participant

Chapter Advisor

REMEMBER:

Return completed entry packets postmarked by JANUARY 15th to:

**Cathy Dunn Slagle
MET District 7 President
Ben Barber Career & Technology Academy
1120 West Debbie Lane
Mansfield, TX 76063**

Include entry fees, payable to MET. Participant authorization form and a copy of the current DECA roster.

(\$5.00 per entry if teacher is a MET member; \$10.00 per entry if teacher is NOT a MET member)

Job Application and Interview Event
Sponsored by Marketing Educators of Texas

In an effort to provide more membership services, MET has prepared a mini-lesson on the job application and interviewing complete with masters, test, and student activities. The student activity section will also serve as a means to allow more students to participate in the competition. All Texas DECA members are encouraged to submit their completed activities for the competition. The fee per entry is \$5.00 for any current dues paid MET member's student or \$10.00 for students of non-members.

Finalists will be selected at the district level and notified prior to the state Career Development Conference. All finalists will then participate in a judged interview portion of this event and a 1st place winner will be selected.

Our 1st place winner will receive a trophy and a secured position representing the Texas Association of DECA at the International CDC in Orlando, Florida, April 28-May 1, 2007.

Travel expenses to the International CDC for our winner will be the sole responsibility of the winning student.

1. Deadline for submitting entries is January 15, 2007
2. Each student is limited to only one entry
3. Schools may enter as many entries as they have dues paid DECA members. Must submit DECA roster.
4. Use the Official Entry Form, make as many copies as needed
5. Mail entries in a large enough envelope to prevent bending or folding the entries
6. Make registration fees payable to Marketing Educators of Texas (MET)
7. Mail entries to:

Cathy Dunn Slagle
District 7 MET President
Ben Barber Career & Technology Academy
1120 West Debbie Lane
Mansfield, TX 76063

For more information, call your District MET President

MET Job Application and Interview Event

This event is designed to allow individuals the opportunity to demonstrate their ability to complete a job application form, participate in an interview, and communicate their personal understanding of and ability to perform marketing related job requirements. By stimulating a job interview situation with business and industry persons, participants will be acquainted with current employment needs and procedures.

Event Category

Entrants will apply for a marketing related position in keeping with a vocational objective for which they are **currently** training or qualified.

Eligibility

1. Participation is open to any DECA chapter members.
2. The chapter's entry must be from a state and nationally affiliated DECA chapter and all members who participate must be dues paying members.
3. The DECA chapter's affiliation must be submitted to the state association with a postmark on or before the state's deadline. (See Texas DECA website for dates)
4. The local advisor must submit a complete entry packet and entry fee postmarked on or before January 15th.

Criteria for Evaluation

Participants will be evaluated on:

1. cover sheet
2. application form
3. cover letter
4. two letters of recommendation
5. an interview for a marketing related job by event judges
6. a follow-up letter completed immediately after the interview

JUDGE'S EVALUATION FORM

Participant Name _____ ID# _____

1. Application (circle score)

No errors	One-two errors (minor errors)	Three-Five errors lacks professionalism	TOTAL
20	18....17	15....14.....13	_____

2. Letter of Application/ Cover Letter (circle score)

Standard business letter form using block format. Includes all information necessary to set up an interview.

No errors	One-two errors	Three-Five errors	TOTAL
20	18....17	15....14.....13	_____

3. Resume (circle score)

Chronological, functional, or targeted format. Includes relevant information.

No errors	One-two errors	Three-Five errors	TOTAL
20	18....17	15....14.....13	_____

4. Interview (circle score)

Excellent appearance, outstanding communication skills (grammar), knowledge of the field, enthusiastic, exceptionally professional...40

Appropriate appearance, adequate communication skills (grammar), working knowledge of the field, somewhat enthusiastic, somewhat professional30

Inappropriate appearance, lacks adequate communication skills, little knowledge of the field, lacked professionalism.....20

TOTAL

TOTAL SCORE _____