

If you have students in multiple events that require materials to be mailed in, all items can be sent to the State Office in one package.

TO: Interview Skills State Contestants
FROM: Maurice S. Henderson, State Director
DATE: January 16, 2008
SUBJECT: Interview Skills Materials

In order to make this contest run smoothly during the State Leadership Conference, we are requiring that all contestants mail their cover letter and résumé to us before the State Leadership Conference. Although this information was printed in earlier communication, I am sending this letter so that everyone understands the process.

The cover letter should be addressed to Julie Smith as indicated in the *Guidelines 2008*. Each envelope should also be addressed to Julie Smith. You are required to submit two (2) sealed 9" x 12" envelopes. Each envelope must contain two letters and two résumés.

The two sealed 9" x 12" envelopes should be placed inside a 10" x 13" envelope addressed to Michigan Business Professionals of America. Mail the entire packet to the following address:

Attn: Interview Skills
Business Professionals of America
Eastern Michigan University
Ypsilanti, MI 48197

The materials must be sent via certified mail postmarked on or before February 1, 2008. No points will be awarded for the cover letter and résumé for any packets postmarked after February 1, 2008. **This includes entries mailed to an incorrect address by mistake. Do not use FedEx, UPS, or any other mail courier other than the United States Postal Service.**

Students will complete their job application on Friday, March 14, 2008, at 11:00 am-11:30 am in the Pantlind Ballroom. Students will have 30 minutes to complete their job application. If your student has another event during this time, he or she will be given a different time to complete the job application. The rescheduled time will be given to you before the SLC.

If you have any questions, please contact me via e-mail at maurice.henderson@emich.edu or at 734.487.1700.