

Name: _____

Grow Your Future Career

Part 1

Directions:

Explore the Syngenta Careers site (<https://www.syngenta.com/careers>) to find a plant science career that interests you. Fill in the activity sheet below with information about that career.

1. Job Title:
2. Location:
3. Why are you interested in this position?
4. What experience do you already have that makes you a good fit?
(Think about FFA, classes, jobs or volunteering.)
5. What parts of this job seem exciting or challenging to you?
6. What questions would you ask in an interview for this job?
7. How does this job connect to your personal interests or goals?
8. What kind of environment would you work in (lab, field, office, etc.)?
9. What is one professional skill you want to improve to be more prepared for this job?

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Part 2

Directions:

Visit the online resource [The Writer's Handbook: Writing Cover Letters](#) and answer the questions below. When done, use the cover letter template to write your own cover letter for the career you chose in Part 1.

1. What should you include in your cover letter?
2. How should a cover letter be organized?
3. Why are cover letters important?

Cover Letter Template

Type First and Last Name Here

Street Address, City State Zip

Cell: Insert Your Phone Number Email: Insert Your Email Address

July 15, 2025

Recipient First and Last Name

Company Name

Street Address

City, State Zip

Re: Insert Job Title

Dear Choose a title. Insert Last Name of Recipient:

I read with interest your posting for Insert Job Title on AgCareers.com. I possess the necessary skills you are seeking and would be a valuable addition to Insert Company Name.

My work as Insert job title/volunteer position at Insert Company name or Organization has provided me the opportunity to develop the qualifications you are seeking. My responsibilities included insert the sentences you created from the skills and keywords from the job description. Make sure they flow together and make sense!

I have attached my resume for your review, and I look forward to speaking with you further regarding the position of Insert Job Title. I can be contacted via phone (Insert cell phone number) or email (Insert email address). Thank you for your time and consideration.

Sincerely,

Type First and Last Name Here

Name: _____

Part 3

Directions:

Use the worksheet below to determine what information you need for your resume. Have this completed worksheet with you when you work with the [FFA Resume Generator](#) to complete your own resume. If there is a section that you do not have experience with, just skip that box and head to the next. You will need an account to utilize the resume generator. Ask your teacher for help if you do not already have one.

Information Needed	Your Information
What is your objective? (Your objective should explain your career and educational goals.)	
Where have you worked? Include all dates that you were employed, job duties and addresses for each place of employment.	
What leadership experience do you have? Include all opportunities that you have had as a leader within organizations. Examples: Holding an office within a club or being a team captain	
What community service have you done? The focus here is on all the volunteer work completed in your school career. Examples: worked for the local food pantry or animal shelter	
What classes have you taken? Highlight schoolwork that taught skills relevant to the job for which you are applying.	
Have you received any awards or honors? If so, list them in the box along with the year you got the award or honor.	

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List someone who can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	
List a second person who can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	
List a third person who can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	

ADDITIONAL ITEMS TO NOTE:

1. List any clubs or teams you are associated with as well as the years of participation.

2. List any FFA activities you have done along with the years you participated.

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Part 4

Directions:

You and your partner will take turns acting as the interviewer and the applicant. Choose at least five questions from the list below to ask your partner during the interview. Be sure to speak clearly, make eye contact and take notes so you can offer helpful feedback.

Sample Interview Questions (Ask at least five):

1. Tell me about yourself.
2. Why are you interested in this position?
3. What strengths do you bring to this role?
4. Describe a time you solved a problem.
5. How do you handle working on a team?
6. Where do you see yourself in five years?
7. What do you know about this company or industry?
8. Tell me about a time you had to work under pressure.
9. How do you prioritize tasks when you're busy?
10. What makes you a good fit for our company's values or mission?

Feedback and Reflection

After the interview, complete the section below based on your partner's performance.

Interviewer: Provide Feedback to the Applicant

- One thing they did really well:
- One area they could improve:
- Which question was answered best? Why?

Applicant: Self-Reflection

- Which part of the interview made you feel most confident?
- Which part felt the most challenging?
- What is one thing you'd do differently next time?

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Part 5

Directions:

You will create a Career Vision Board to showcase what you learned about yourself and your career interests from this whole lesson. Example vision boards can be found on Canva, <https://www.canva.com/templates/s/vision-board/>.

What to Include on Your Vision Board:

1. Career Focus

Choose one career you researched, practiced for or were inspired by during this unit. Write the name of the career clearly in the center or top of your board.

2. Keywords and Visuals

Add at least five keywords or phrases that represent your goals, strengths or values. Then, add visuals or drawings to bring your vision to life!

3. Personal Mission Statement or Motivational Quote

Write one or two sentences that capture who you are or what drives you. This could be:

- A quote that inspires you.
- A sentence about what you hope to achieve in your career.
- A statement of your values or purpose.

4. Career Readiness Goals

Pick three career skills that you want to develop further. Write why each one is important to the job you chose.

Example:

- Communication: to present ideas to customers or teammates
- Problem-Solving: to handle challenges in the field
- Professionalism: to represent a company or brand well