VIRTUAL
ENTERPRISES
INTERNATIONAL

SPHS VARSITY VIRTUAL BUSINESS APPLICATION PACKET 2021-2022

Dear Applicant:

Thank you for your interest in becoming a member of South Pasadena High School's Virtual Business team! All students interested in being a member of the 2021-2022 **Varsity** Virtual Business Team must apply and interview for a position within one of the six departments, and be invited to join the class. Specific positions and their descriptions can be found inside this packet.

Note: Applications will only be available for **sophomore** and **junior** students. Freshmen students are encouraged to join the JV or Intro to Virtual Business team and apply next year.

Virtual Applications must be emailed to cmason@spusd.net by 3:30 P.M. on **April 9th**.
Late packets will not be considered.
Entrance to this class is highly competitive and interviews may only be conducted for the candidates with the strongest applications if time becomes sensitive. Interviews for the Varsity Team will begin on Wednesday, April 14th. You will be notified of your interview date and time during your 3rd period class and/or by email; a complete interview schedule will also be posted on the pebbly.vei instagram.

Application packets must include the following, in this order:
1. Cover letter (directions inside)
2. Resume with your email address for us to contact you about your scheduled interview time
3. Letter of Recommendation from a teacher or counselor, AND/OR a copy of current grades/transcript *(Note: Teachers may email Mrs. Mason in place of a formal letter)*
4. Samples of your work. Those applying to:
   a. Technology will insert self-made examples of digital designs, a flash drive with video files, or links to programmed websites
      i. Videographer MUST submit video examples
   b. Operations will insert copies of research papers or analytical essays
   c. Finance will insert copies of financial analysis essays or self-made statements
   d. Marketing will insert pictures or samples of creative work
   e. Sales will insert speeches and other writing
   f. Human Resources will submit writings

   Note: Application professionalism and presentation will also be evaluated.

One of the questions that arise every year is that students do not know which position or department they should apply for. This year we will be hosting a **Virtual Business Mini-Expo on March 25th**, at **2:30 PM through a virtual Zoom event.** At this event, the Administration Team will explain their respective departments in detail and answer any questions you may have. We especially encourage all applicants unfamiliar with Virtual Business to attend.

An important item to note is that the position you apply to now will **not** bind you to that position next year; this process will only determine the members of the Varsity team. Our goal is to create a well-rounded group of talented individuals. The actual positions will be finalized in September, along with the Administration team of the class.

The Varsity Virtual Business team will represent South Pasadena as the elite group of students from the Virtual Enterprise classes. Do not forget to give examples of your abilities to work in a group setting. Virtual Business is **all** about teamwork!

Please feel free to contact any of the current students in the Virtual Business program if you have any questions; listed below are members of the current Administration team for these purposes. We look forward to meeting each of you, and wish you luck as you try out to be a member of a nationally award-winning team!

Pebbly 2020-2021 Administration

Administration or General Questions:
Jason Kim, Chief Executive Officer   jasonkim248@gmail.com   (323) 333-4350

Operations:
Mahal Montes, Chief Operating Officer   mahal.montes@gmail.com   (626) 318-3420

Human Resources & Sales:
Lindsey Hirano, Chief Administrative Officer   lindseysh11@gmail.com   (626) 622-0952

Finance:
Matthew Baer, Chief Financial Officer   matthewbaer52@gmail.com   (626) 216-4793

Marketing:
Olivia Yanover, Chief Marketing Officer   oliviayanover@gmail.com   (213) 880-7193

Technology:
Mollie Parker, Chief Technology Officer   mollieparker123@gmail.com   (626) 818-8915

COVER LETTER

Directions: Use a word processing program to keystroke this letter and print it on 8.5 x 11" paper. Please be sure to indicate which position or department you are applying for in your letter. Below is a hierarchy chart that names all available positions, and an in-depth description of each department's responsibilities as well as a few specialized positions can be found on the following page. Note that every year the departments and positions may change in slight ways, in order to accommodate the company idea and team skills.
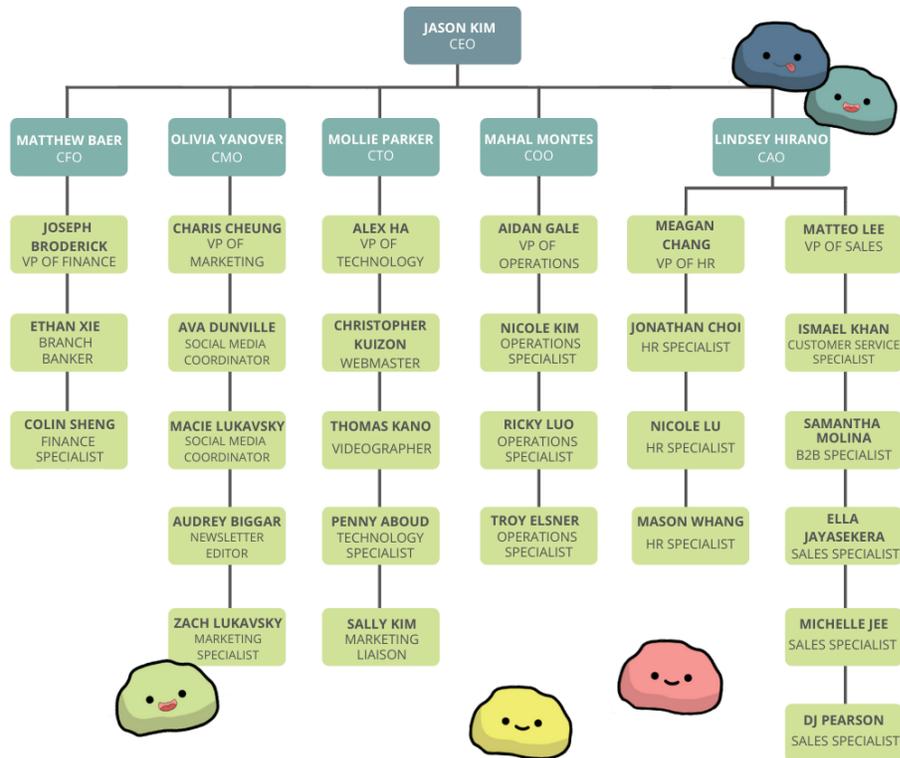
Checklist for the letter:
1. Sender's address and date
2. Complete inside address (that is, recipient address)
3. Proper salutation, addressed to Mrs. Mason, SPHS
4. First paragraph explaining how you learned about the Virtual Business program and which position you are applying for.
5. Second paragraph giving information about your abilities to perform the particular job.
6. Final paragraph with a request for an interview and contact information including your 3rd period teacher and room number.
7. Proper closing with your signature.

DEPARTMENT DESCRIPTIONS

<u>Operations:</u> The Operations Department handles the logistics of the product and the company. Simply put, the department deals with research. From determining how the product actually works to making contracts with real-world companies, the Operations Department plays a crucial role in writing the Supporting Documents Handbook, a collection of legal documents, contracts, and other products of research. Members must have strong analytical and research skills, as well as competent writing abilities.

<u>Human Resources:</u> Members of the Human Resources Department are responsible for creating a positive and strong company atmosphere. The department works together to create a company employee manual, host Staff Development Days, and handle company and employee information. Strong communication and writing skills are required for this department.

<u>Finance:</u> The Finance Department is responsible for creating and maintaining the financial statements of the company. Finance Specialists will research the costs of running the company and keep accounts of all financial transactions incurred. An understanding of corporate financial principles and a strong foundation in Google Sheets is required for this department. <u>Be sure to review financial terminology and basic concepts for your interview.</u>

> **<u>Branch Banker:</u>** The Branch Banker is in charge of managing the firm bank account. This individual is in charge of paying all employees as well as paying all expenses throughout the year. This person will need to learn how to use Quickbooks.

<u>Marketing:</u> Marketing Specialists are responsible for creating and communicating the company brand to all potential customers. Strong creativity, time management, and teamwork skills are needed to create the company's booth, mascot, and giveaways—all of which are displayed at trade fairs throughout the year. An interest in the arts, whether it be painting, crafting, graphic design, or any other form is also necessary.

> **<u>Social Media Coordinator:</u>** The Social Media Coordinator will create and maintain all company social media accounts throughout the school year. This individual is required to make frequent and regular posts regarding promotional activities and the company status.
>
> **<u>Newsletter Editor:</u>** The Newsletter Editor is responsible for writing articles and taking pictures of company events, as well as designing and updating the overall company newsletter, which will be entered in competitions throughout the year. Strong writing skills and a background in photography, InDesign, or another formatting program are required.

<u>Sales:</u> Members of the Sales Department should have a strong background in public speaking and be comfortable with speaking at class events, leading the company at trade fairs, and assisting others with improving their speaking skills. The department conducts Sales Training Days to prepare the class with salesmanship tips, helps assist those in public presentation competitions, and defines the company's product.

<u>Technology:</u> The Technology Department is responsible for creating many of the visual elements of the company, including its logo, color scheme, catalog, website, and video commercial. This department also assists others in formatting documents and images. Technology also works with Marketing to establish the company's brand. Strong skills in Photoshop, Illustrator, and other Adobe programs are required.

> **<u>Webmaster:</u>** The Webmaster programs and creates the company's website, to be viewed by Virtual students around the nation and judged at competitions. A strong background in HTML, CSS, JS and general graphic design are required for this position.
>
> **<u>Videographer:</u>** The Videographer films and edits the company's commercial, which will be judged at multiple competitions throughout the year. They will also be responsible for creating videos for the company's social media platforms. A solid understanding of professional video-editing software and strong creative vision are necessary for this position.