

4-H ACHIEVEMENT RESUME PROJECT



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Introduction to the 4-H Achievement Resume Project

About the Achievement Resume Project

The Achievement Resume project is designed to help you acquire techniques which will be helpful in the future. Looking closely at your project may help you set goals for your future. Identifying skills and the experiences that developed them may help you in the future as you complete scholarship forms, college admission forms and job applications/resumes.

When you are in grade 10 you can apply for the Indiana 4-H Accomplishment Scholarship. This Scholarship is for any type of post high school education. Contact the Extension Office for more information. In the meantime, have fun discovering how much you have learned from your 4-H projects by completing your Achievement resume.

Project Requirements

Junior Division: Exhibit a notebook (1" 3-ring binder, soft or hard cover) with the following items in the order listed below:

1. Resume highlighting your life skills. (See sample on page 10.) The resume should be a maximum of 1½ pages. If you are in grade 5 you should include one skill; 6th graders should include two skills; and 7th graders should include three skills.
2. Pictures - Your pictures should highlight your life skill examples. We suggest a picture per life skill example. These pictures could be used as a senior 4-H'er to recall some of the details about the activity.
3. Copy of your "Record of Achievement" pages (front and back) from your Green Record Book. The Record of Achievement is excellent reference information. It will not be judged.

Senior Division: Exhibit a notebook (1-3" ring binder, soft or hard cover) with the following items in the order listed below:

1. Cover Letter
2. Resume (See sample on page 10.) The resume should be a maximum of 2 pages. If you are in grade 8 you should include four skills; 9th graders should include five skills; and 10th and above should add additional supporting statements to each of your five skills.
3. Pictures (from your junior project if applicable).
4. Copy of your "Record of Achievement" pages (front and back) from your Green Record Book. The Record of Achievement is excellent reference information. It will not be judged.

NOTE: You may enter in the same category every year. Your resume will reflect growth because you have added more life skills and examples. Plus, you can continually update your previous examples. For fun you may want to keep previous resumes to see your resume writing skill development.

Procedure for Completing Your Project

Junior Division:

Resume Development:

1. Select a project area from those listed on page 5.
2. Identify the skill(s) you have gained from experiences in this project. If you are in grade 5 you should identify one skill; 6th graders should identify two skills; and 7th graders should identify three skills.
3. For each skill that you identified, write three examples/short supporting statements of how you learned/developed that skill. See page 7 - Creating "WOW" Statements about your skills.

Pictures:

1. Your pictures should highlight your life skill examples. We suggest a picture per example.
2. Write one or two sentences describing each picture. Include which life skill you are developing. See page 14 - Photo Descriptions.

Senior Division:

Resume Development:

1. Select a project area from those listed on page 5.
2. Identify the skill(s) you have gained from experiences in this project. If you are in grade 8 you should identify four skills; 9th grade and above should identify five skills.
3. For each skill that you identified, write three or more examples/short supporting statements of how you learned/developed that skill. NOTE: 8th and 9th graders should write three examples; 10th graders should write four examples; 11th graders and above should write five examples.

Cover letter:

Write a cover letter about: a) a 4-H experience that helped you gain at least one to three of your skills, and b) expand on how these skills have been transferred to other activities. This should be no more than one page in length. See the cover letter worksheet on page 11.

Resume Categories

Seven Education Mission Focus Areas:

- ✓ **Animal Science** - **Projects** - Beef, Cat, Dog, Goat, Horse, Llama / Alpaca, Pocket Pet, Poultry, Rabbit, Sheep, Swine, Veterinary Science and **Activities** - *Animal Science Workshops, Communication Presentations, General Livestock Quality Assurance, Hippology, Hoosier Beef Congress, Horse Judging CDE, Junior Pork Day, Livestock Judging CDE, Livestock Skillathon CDE,*
- ✓ **Citizenship** - **Projects** – Genealogy, Government, Junior Leaders, Personality and **Activities** - *Ag Day, Career Days, Citizenship Washington Focus, Communication Presentations, Community Service, Indiana 4-H Youth and Adult Congress, Indiana State Fair Youth Leadership Conference, National 4-H Conference, National 4-H Congress, Operation: Military Kids, Start Local...Go Global! Workshop, State 4-H Junior Leader Conference, State Fair Achievement Trip,*
- ✓ **Communications** - **Projects** – Communication and **Activities** - *4-H Recruitment, 4-H Band, 4-H Chorus, 4-H Performing Arts, Communication Presentations, Indiana 4-H Youth and Adult Congress, Indiana State Fair Youth Leadership Conference, Leadership, National 4-H Conference, National 4-H Congress, Officer Training, State Fair Achievement Trip, State Junior Leader Conference,*
- ✓ **Engineering and Technological Science** - **Projects** - Aerospace, Agricultural Tractor, Bicycle, Computer, Electric, Lawn & Garden Tractor, Remote Tractor & Truck, Scale Model Tractors, Small Engine, Wood Science and **Activities** - *Aerospace Workshop, Computer Science Workshop, Communication Presentations, Electric Workshop, Engineering Workshop, National 4-H Science Experiment*
- ✓ **Healthy Living, Food, and Nutrition Science** - **Projects** – Arts and Crafts, Bicycle, Cake Decorating, Child Development, Consumer Clothing, Fire Safety, Foods, Health, Home Environment, Microwave, Personality, Photography, Safety, Sewing, Shooting Sports and **Activities** - *4-H Band, 4-H Chorus, 4-H Performing Arts, 4-H Round-Up, Ag Day, Captain Cash, Career Days, Character Education, Communication Presentations, Farm Safety, Fashion Revue, Food Science and Nutrition Workshop, Healthy Living Workshop, Show Me the Money Workshop,*
- ✓ **Leadership Development** - **Projects** - *Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, Junior Leadership and **Activities** - 4-H Recruitment, Ag Day, Citizenship Washington Focus, County 4-H Exhibit Board, County Extension Board, Indiana 4-H Youth and Adult Congress, Indiana State Fair Youth Leadership Conference, National 4-H Conference, National 4-H Congress, Officer Training, State Fair Achievement Trip, State Fair Exhibit Hall Worker, State Junior Leader Conference,*
- ✓ **Plant and Environmental Science** - **Projects** – Beekeeping, Crops, Entomology, Floriculture, Forestry, Garden, Geology, Shooting Sports, Soil and Water Science, Strawberries, Weather, Weeds, Wildlife and **Activities** - *Ag Day, Communication Presentations, Crops CDE, Entomology CDE, Forestry CDE, National 4-H Science Experiment, PINE Workshop, Plant Science, Renewable Energy Workshop, Soil Judging CDE*

Three Premier Categories

- ✓ **Premier Achievement** - Demonstration of life skills developing and overall 4-H achievement in multiple categories.
- ✓ **Premier Citizenship** - Demonstration of life skills developing one's citizenship in multiple categories.
- ✓ **Premier Leadership** - Demonstration of life skills developing one's leadership in multiple categories.

NOTE: For the Indiana 4-H Accomplishment Scholarship, a 4-H'er may enter 3 categories (project, overall and / or combination of project and overall), but may win in only one category per year. After a 4-H'er wins in a project category, then he/she may apply in only premier categories. Once you win in a premier category, you are ineligible for competition in this scholarship program.

Background Information for Developing Resumes and Cover Letters

Type of Skills

Life Skills outlined in Scholarship Booklet.

Citizenship	Making Healthy Lifestyle Choices	Planning & Organizing
Communications	Managing Resources	Problem Solving
Conflict Resolution	Managing Stress	Reasoning
Cooperation	Mastering Technology	Record Keeping
Coping	Mathematics	Speaking
Creative Thinking	Money Management	Teaching
Decision Making	Motivating Self	Teamwork
Honesty	Negotiating	Technology
Interpretation	Organizational	Thinking Critically
Leadership	Planning	Time Management
Listening		Writing

Power Verbs

The skills listed in types of skills can be described as stated or you can use “power verbs”. Power Verbs sometimes imply a stronger message. Below are a list of “power verbs” that might apply to the lifeskills that you have developed in your 4-H project. NOTE: These power verbs are good to use when writing a job resume because they are action verbs. As you write your various examples, be sure to use a variety of verbs versus the same verb over and over.

Achieved	Critiqued	Instructed	Recruited
Adapted	Demonstrated	Invented	Represented
Analyzed	Designed	Maintained	Researched
Assisted	Developed	Managed	Resolved
Built	Directed	Motivated	Revised
Calculated	Evaluated	Obtained	Served
Coached	Examined	Operated	Strengthened
Communicated	Executed	Organized	Taught
Completed	Guided	Planned	Trained
Conducted	Identified	Performed	Transferred
Convinced	Implemented	Presented	Utilized
Coordinated	Improved	Produced	Was responsible for
Created	Initiated	Promoted	Wrote

Creating “WOW” Statements About Your Skills

For each of your examples, you should include: Topic, Background Information, Action Statement and Results. The results are the most important part of the example. Yet, many people forget this part of their examples. Which of the following examples say “WOW”?

Photography Example:

- A. Reporter for 4-H club. Took pictures at club meetings.
- B. Took pictures at the club meetings and sent them to the newspaper.
- C. Promoted six Junior Leader Service projects in the Carroll County Comet, which has a circulation of 3,500 families.

Super Saturday Example:

- A. Participated in Super Saturday. Assisted with our club booth.
- B. Spoke to 4-H’ers about the 4-H food project at our club booth at Super Saturday.
- C. Recruited potential 4-H’ers by presenting detailed information on the “Foods” project at the County Super Saturday 4-H Promotional Event. This event was attended by 150 people, which included about 85 potential 4-H’ers.

Animal Example:

- A. Fed my animals daily.
- B. Tended to my animals daily (feeding and grooming).
- C. Executed the daily routine of feeding, grooming and exercising my own horses, as well as maintaining clean stalls. The health of my horses is extremely important to me, and these activities help keep them at their best.

Time Management Example:

- A. Coordinated my 4-H and school activities.
- B. Coordinate my schedule for ten 4-H projects and my school athletic activities.
- C. Scheduled events for 4-H, school, FFA, volunteer work, part-time jobs, and homework while maintaining an A-B average in school.

Citizenship Example:

- A. Participated in Junior Leader Service projects.
- B. Participated in Junior Leader Service projects: Toy Store, collected 87 storybooks for WIC Christmas Party and collected 5000 Valentines with Extension Homemakers.
- C. Assisted parents in selecting gifts for their children at the annual “Toy Store” for needy families. Every year, Junior Leaders join efforts with the Delphi Ministerial Association and other civic groups to help approximately 125 needy families.

For all scenarios example C sounds much more impressive because results were given.

Resume

Resume Worksheet

Skills and Accomplishments: (Most important first. Second most important last.)

Example Life Skill - Teaching

Illustration	Result
Ex. Foods Demo - Pizza	40 club members learned how to make a quick and nutritious snack.

Life Skill #1 _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	

Life skill #2: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	

Life skill #3: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	

Life Skill #4 _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	

Life skill #5: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	

Future Goals:

Honors: (If you still have room list 4-H honors.)

Sample Resume Format

NAME
ADDRESS
PHONE #
PROJECT CATEGORY

SKILLS AND ACCOMPLISHMENTS

First skill

- Example / short supporting statements about how this skill was learned through 4-H project.
- Example / short supporting statements that demonstrate how this skill has been applied in other areas of your life (school, home, etc.)

Second skill

- Example / short supporting statements about how this skill was learned through 4-H project.
- Example / short supporting statements that demonstrate how this skill has been applied in other areas of your life (school, home, etc.)

Third skill

- Example / short supporting statements about how this skill was learned through 4-H project.
- Example / short supporting statements that demonstrate how this skill has been applied in other areas of your life (school, home, etc.)

GOALS

Write a paragraph.

Junior Division - Describe your goal in your _____ 4-H project.

(For example (clothing): My goal is to make 3 separate pieces that can be mixed or matched to form an additional 6 combination outfits.)

Senior Division - Describe your future goals. This may include 4-H, school, work, etc.

(For example: I plan to pursue a career in Food Science.)

NOTE: See different formats in Appendix A, pages 15 -18.

Cover Letter

Cover Letter Worksheet

Answer the following...

1) What is your main 4-H project area? _____

2) What have you learned from 4-H? _____

3) What has 4-H done for you? _____

4) List one to three life skills, why they are important, how you use them, and/or expand on resume information.

A. Life Skill: _____.

B. Life Skill: _____.

C. Life Skill: _____.

Cover Letter Format

Date

Indiana 4-H Accomplishment Scholarship Selection Committee
c/o Purdue University Cooperative Extension Service
4-H Department
1161 AGAD Hall
West Lafayette, IN 47907-1161

Dear Committee Members:

Body of letter addressing information from worksheet.

Sincerely,
(skip 4 lines for signature)

Name
County

Remember, Quality not Quantity

Scholarship Committee's General Tips for Cover Letter & Resume

The committee (in the past) has liked:

- ☺ Heart warming 4-H stories with evidence of learning.
- ☺ Evidence that you have learned a skill in 4-H.
- ☺ State & national trips and awards combined with evidence of learning.
- ☺ A resume & cover letter that is very specific to the project category.
- ☺ Showing specific knowledge in the category from your 4-H project.
- ☺ Entrepreneurship
- ☺ Uniqueness ... professional look, limited graphics
- ☺ That you followed directions (1 page cover letter, 2 page resume, etc.)

The committee (in the past) has NOT liked:

- ☹ Lists of awards ... a focus on winning, not learning.
- ☹ The same resume used over and over in multiple areas.
- ☹ Lists of what you did without stating what you learned.

Photo Descriptions

For each photo, you should include: skill being demonstrated and description of photo. Your pictures should match your “WOW” supporting statements.

Photography Example:

Photo - Picture of four Junior Leaders filling Easter Eggs.

Skill - Communication

Description - As the Reporter for the Junior Leaders 4-H Club, I am responsible for taking pictures for our scrapbook and sending them to the newspaper. This photo was used by the Comet, on March 14, 1997. The caption read: Carroll County Junior Leaders (names) filled 600 Easter Eggs for the Burlington Kiwanis Club Easter Egg Hunt.

Super Saturday Example:

Photo - I am talking to two potential 4-H'ers at the Foods table at Super Saturday.

Skill - Communication

Description - At Super Saturday, I helped to recruit 4-H'ers by describing “what 4-H is all about”. In this picture, I am talking with two other potential 4-H'ers about my foods project.

Joanne Lytton

102 N. 4th Street, Suite B
Flora, IN 46929

Skills and Accomplishments

Leadership

- First skill example related to project category explained with results.
- Second skill example related to project category explained with results.
- Third skill example related to other 4-H projects explained with results.
- Fourth skill example related to other activities (school, FFA, church) explained with results.
- Fifth skill example related to other activities (school, FFA, church) explained with results.

Decision-making

- First skill example related to project category explained with results.
- Second skill example related to project category explained with results.
- Third skill example related to other 4-H projects explained with results.
- Fourth skill example related to other activities (school, FFA, church) explained with results.
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Responsibility

- First skill example related to project category explained with results.
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- Third skill example related to other 4-H projects explained with results.
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Teaching

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Management

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Future Goal

I plan to use my leadership and decision-making skills to pursue a career in _____.

Joanne Lytton

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SKILLS AND ACCOMPLISHMENTS

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