



## ELKHART COUNTY 4-H College & Career Readiness Help Book



*This help book will assist you with completing applications.  
See the full Elkhart County Scholarship packet for complete instructions and forms  
available at the [Elkhart County 4-H webpage](#).*

**For more information, contact:**  
Purdue Extension Elkhart County  
Elkhart County 4-H Fairgrounds  
17746 County Road 34, Suite E  
Goshen, IN 46528  
(574) 533-0554 [sharp22@purdue.edu](mailto:sharp22@purdue.edu)

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## Introduction

Welcome! This booklet is to help you on your journey when applying for 4-H scholarships and trips as well as future jobs. We encourage you to start applying if you are in the 10th grade. If you have any questions at any time, please be sure to contact the 4-H Youth Development Extension Educators.

Here are a few basic things that you should know and do when getting ready to apply:

- 4-H Foundation scholarships and awards are not necessarily based on academic achievement or financial need, but on the quality of your application.
- Applications must focus on what you have learned and not what you have won.
- Be sure to read this booklet and the scholarship rules.
- Check the timeline of due dates and start early, but don't wait until the last minute.
- Ask your Purdue Extension Educator for help.
- All applications are electronic and not handwritten. If you need a computer to use, please let us know.
- You may only apply for three (3) Accomplishment Scholarships each year.
- Use your 4-H record sheets and Achievement Record book project if you have completed one, to help you create your résumé.

## Important Information

- Receive help from Extension Educators from December - January.
- Call the Extension Office at 574-533-0554 to set up an appointment.
- Be sure you allow time to get required signatures and reference letters.
- Scholarships are due January 15<sup>th</sup>.

## 4-H Project Categories

Each applicant may enter a maximum of 3 of the 11 categories defined in the next few pages (Category boxes). Applicants must demonstrate how their involvement in Indiana 4-H Youth Development subject matter and events/activities helped develop life skills in that specific category; thus, a single application cannot be used to enter multiple categories.

### Animal Science – Meat and Milk Production Category

- Ag Day
- Animal Science Workshops
- Aquatic Science
- Beef
- Career Days

- Dairy
- Dairy Foods CDE
- Dairy Judging CDE
- Demonstration
- Food Science Workshop
- Foods
- General Livestock Quality Assurance
- Goat
- Hoosier Beef Congress
- Illustrated Talk
- Informative 4-H Presentation
- Interactive Demonstration
- Junior Pork Day
- Junior Pork Quality Assurance Plus
- Livestock Judging CDE
- Livestock Skillathon CDE
- Meat Judging CDE
- National 4-H Dairy Conference
- National 4-H Science Experiment
- Pigeon
- Poultry
- Poultry Judging CDE
- Professional Persuasive Presentation
- Public Speaking
- Rabbit
- Sheep
- Swine
- Veterinary Science
- Other county/local subject and educational areas

#### Animal Science – Companion and Small Animal Production Category

- Ag Day
- Animal Science Workshops
- Aquatic Science
- Career Days
- Cat
- Demonstration
- Dog
- Food Science Workshop
- Foods
- General Livestock Quality Assurance
- Goat
- Hippology CDE
- Horse
- Horse Judging CDE

- Illustrated Talk
- Informative 4-H Presentation
- Interactive Demonstration
- Llama and Alpaca
- National 4-H Dairy Conference
- National 4-H Science Experiment
- Pet
- Pigeon
- Poultry
- Poultry Judging CDE
- Professional Persuasive Presentation
- Public Speaking
- Rabbit
- Veterinary Science
- Other county/local subject and educational areas

#### Citizenship Category

- 4-H Military Partnership
- All 4-H subject areas
- Ag Day
- Career Days
- Children, Youth, and Families at Risk
- Citizenship Washington Focus
- Collegiate 4-H
- Community Service
- Demonstration
- Entrepreneurship
- Genealogy
- Global Markets
- Government
- Indiana 4-H Youth and Adult Congress
- Indiana State Fair Youth Leadership Conference
- Informative 4-H Presentation
- Interactive Demonstration
- International Programs
- Junior Leaders
- National 4-H Conference
- National 4-H Congress
- Operation: Military Kids
- Personality
- Professional Persuasive Presentation
- Public Speaking
- Start Local...Go Global! Workshop
- State 4-H Junior Leader Conference
- State Fair Achievement Trip

- Volunteerism
- Other county/local subject and educational areas

### Communications Category

- 4-H Ambassador/Recruitment
- 4-H Band
- 4-H Chorus
- 4-H Military Partnership
- 4-H Performing Arts
- Ag Day
- All 4-H subject areas
- Citizenship Washington Focus
- Collegiate 4-H
- Demonstrations
- Illustrated Talk
- Indiana 4-H Youth and Adult Congress
- Indiana State Fair Youth Leadership Conference
- Informative 4-H Presentation
- Leadership
- National 4-H Conference
- National 4-H Congress
- National 4-H Dairy Conference
- Officer Training
- Operation: Military Kids
- Professional Persuasive Presentation
- Public Speaking
- State Fair Achievement Trip
- State Junior Leader Conference
- Other county/local subject and educational areas

### Engineering and Technological Science Category

- Aerospace
- Aerospace Workshop
- Ag Day
- Agricultural Tractor
- ATV Safety
- Bicycle
- Career Days
- Computer
- Computer Science Workshop
- Demonstration
- Electric
- Electric Contest
- Electric Workshop
- Engineering Workshop

- Informative 4-H Presentation
- Interactive Demonstration
- Lawn and Garden Tractor
- National 4-H Science Experiment
- Professional Persuasive Presentation
- Public Speaking
- Robotics
- Robotics Challenge
- Robotics Workshop
- Small Engine
- Wood Science
- Other county/local subject and educational areas

#### Healthy Living, Food, and Nutrition Science Category

- 4-H Band
- 4-H Chorus
- 4-H Performing Arts
- 4-H Round-Up
- Ag Day
- Arts and Crafts
- ATV Safety
- Bicycle
- Cake Decorating
- Captain Cash
- Career Days
- Character Education
- Child Development
- Consumer Clothing
- Demonstrations
- Farm Safety
- Fashion Revue
- Food Science and Nutrition Workshop
- Foods
- Health
- Healthy Living Workshop
- Home Environment
- Informative 4-H Presentation
- Interactive Demonstration
- Lawn and Garden Tractor/Mower Safety
- Microwave
- Personality
- Photography
- Professional Persuasive Presentation
- Public Speaking
- Safety

- Sewing
- Shooting Sports
- Shooting Sports Safety
- Show Me the Money Workshop
- Sportfishing
- Tractor Safety
- Other county/local subject and educational areas

#### Leadership Development Category

- 4-H Ambassador/Recruitment
- 4-H Military Partnership
- Ag Day
- All 4-H subject areas
- Children, Youth, and Families at Risk
- Citizenship Washington Focus
- Collegiate 4-H
- Communications
- County 4-H Council
- County 4-H Fair Board
- County Extension Board
- Demonstrations
- Entrepreneurship
- Illustrated Talk
- Indiana 4-H Youth and Adult Congress
- Indiana State Fair Youth Leadership Conference
- Informative 4-H Presentation
- Interactive Demonstration
- Junior Leadership
- National 4-H Conference
- National 4-H Congress
- National 4-H Dairy Conference
- Officer Training
- Operation: Military Kids
- Professional Persuasive Presentation
- Public Speaking
- State Fair Achievement Trip
- State Fair Exhibit Hall Worker
- State Junior Leader Conference
- Other county/local subject and educational areas

#### Plant and Environmental Science Category

- Ag Day
- Alfalfa
- Beekeeping
- Biotechnology

- Career Days
- Corn
- Crops
- Crops CDE
- Demonstration
- Entomology
- Entomology CDE
- Floriculture
- Forestry
- Forestry CDE
- Garden
- Geology
- Hay (forages)
- Horticulture CDE
- Informative 4-H Presentation
- Interactive Demonstration
- Junior Master Gardener
- National 4-H Science Experiment
- PINE Workshop
- Plant Science
- Professional Persuasive Presentation
- Public Speaking
- Renewable Energy Workshop
- Shooting Sports
- Small Grains
- Soil and Water Conservation
- Soil Judging CDE
- Soybeans
- Strawberries
- Weather
- Weeds
- Wildlife
- Wildlife Habitat CDE
- Other county/local subject and educational areas

#### Premier Leadership Category\*

- Demonstration of life skills developing one's leadership in multiple categories.

#### Premier Citizenship Category\*

- Demonstration of life skills developing one's citizenship in multiple categories.

#### Premier Achievement Category\*

- Demonstration of life skills developing and overall 4-H achievement in multiple categories.

*\*Youth who have previously been awarded a \$1,000 accomplishment scholarship are only eligible to compete in the Premier Achievement, Premier Citizenship, and Premier Leadership categories.*

## **Steps to Start**

- First, select 3-5 life skills to use for your cover letter and résumé.
- Create a Wow Statement with each life skill.
- Look over the Power Verbs section to help complete the next two items.
- Use the Cover Letter Worksheet and examples to create your cover letter.
- Use the Résumé Worksheet and Examples to create your résumé.
- Review your application and have another person review and edit.
- Ask your Extension Educator for help and editing.

## **Life Skills List**

- Accepting differences
- Character
- Citizenship
- Communication
- Community service volunteering
- Concerns for others
- Conflict resolution
- Contributions to group effort
- Cooperation
- Coping
- Creative thinking
- Critical thinking
- Decision making
- Disease prevention
- Empathy
- Goal setting
- Healthy lifestyle choices
- Honesty
- Interpretation
- Keeping records
- Leadership
- Learning to learn
- Listening
- Managing feeling
- Managing resources
- Managing stress
- Mastering technology
- Mathematics

- Motivating self
- Negotiating
- Nurturing relationships
- Organizational
- Personal safety
- Planning
- Planning and organizing
- Problem solving
- Reasoning
- Recordkeeping
- Resiliency
- Responsibility
- Responsible citizenship
- Self-discipline
- Self-esteem
- Self-motivation
- Self-responsibility
- Service learning
- Sharing
- Social skills
- Speaking
- Stress management
- Teaching
- Teamwork
- Technology

Example: Life Skill – Teaching

- Club demonstration on making a pizza - 40 members learned to make a quick and nutritious snack.
- Foods workshop - Assisted project leader with Foods workshop where I taught 12 first year members how to make bar cookies.
- Mini 4-H Workshop - Taught 30 Mini 4-H'ers how to make a fruit kabob.

*Tip: Use bullet points to develop short, easy to read power statements.*

- The first two should be project specific.
- Three and four can be about other 4-H work.
- The last one or two can be about other activities, sports, school, etc.
- Put your strongest examples first.
- Be consistent in your format.
- Always start with a verb. Use a thesaurus or verb list.

**WOW Statements**

Activity – Participated in Super Saturday. Brought my project from last year.

WOW Statement - Recruited potential 4-H'ers by presenting detailed information on the Foods project at the Elkhart County Super Saturday 4-H Promotional event. This event was attended by 150 people including 83 potential 4-H members.

*Can you develop WOW statements for these activities?*

Activity – Fed my animals daily (Life Skill – Time Management)

*Create a WOW statement:*

Activity – Participated in Junior Leader Service Project (Life Skill – Citizenship)

*Create a WOW statement:*

Activity – Coordinated 4-H and School Activities (Life Skill – Time Management)

*Create a WOW statement:*

## **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 is a list of power verbs that might apply to the life skills that you have developed in your 4-H project. Note: These power verbs are good to use when writing a job résumé 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.

### Power Verbs

- Achieved
- Adapted
- Administered
- Advised
- Analyzed
- Arranged
- Assembled
- Assessed
- Assisted

- Budgeted
- Built
- Calculated
- Collected
- Coached
- Communicated
- Compiled
- Completed
- Composed
- Computed
- Concluded
- Condensed
- Conducted
- Convinced
- Coordinated
- Corrected
- Created
- Critiqued
- Decided
- Delegated
- Delivered
- Demonstrated
- Designed
- Determined
- Developed
- Devised
- Diagnosed
- Directed
- Discovered
- Distributed
- Enhanced
- Established
- Evaluated
- Examined
- Executed
- Expanded
- Expedited
- Facilitated
- Formed
- Formulated
- Generated
- Guided
- Handled
- Identified
- Illustrated

- Implemented
- Improved
- Increased
- Initiated
- Innovated
- Installed
- Instituted
- Instructed
- Integrated
- Introduced
- Invented
- Launched
- Logged
- Maintained
- Managed
- Marketed
- Maximized
- Modified
- Motivated
- Navigated
- Negotiated
- Obtained
- Operated
- Optimized
- Organized
- Originated
- Performed
- Planned
- Prepared
- Presented
- Produced
- Promoted
- Processed
- Proposed
- Provided
- Put together
- Realized
- Received
- Recommended
- Recorded
- Recruited
- Reduced
- Repaired
- Replaced
- Reported

- Represented
- Researched
- Resolved
- Restored
- Reviewed
- Revised
- Revitalized
- Secured
- Selected
- Served
- Showed
- Simplified
- Solved
- Started
- Stimulated
- Streamlined
- Strengthened
- Summarized
- Supervised
- Supplied
- Taught
- Tested
- Trained
- Transferred
- Updated
- Upgraded
- Utilized
- Verified
- Wrote

## **Cover Letter Basics**

A cover letter should be one page introducing your résumé that includes 4-6 paragraphs that will make the reader want to read your résumé.

### Paragraphs Do's:

- Project Specific
- Feature Life Skills - introduce briefly three of your life skills
- Feature Activities - 1 skill per paragraph
- Link Activities to Skill
- Use different examples than your résumé
- Bold Skill (usually 1 skill per paragraph)

- Have an opening and closing
- Thank the reader and sign letter

Paragraphs Don'ts:

- Talk about general 4-H
- List activities with no link to skills
- List all your skills in one paragraph
- Make skills hard to find
- Be boring or disorganized
- Forget to sign or thank reader

Answer the following...

1. What is your project area?
2. What have you learned from 4-H?
3. What has 4-H done for you?
4. List your life skills, why they are important, and how you use them and/or expand on résumé information:
  - 1) Life Skill:
  - 2) Life Skill:
  - 3) Life Skill:
  - 4) Life Skill:

# Résumé Worksheet

Skills and Accomplishments: (most important to least important)

What have I learned it? How do I use it? Why is it a strength?

Each example/illustration/activity should be related to this life skill and what happened as a result of your action.

Life Skill #1:

List specific illustrations of this life skill:

- 1.
- 2.
- 3.
- 4.
- 5.

Life Skill #2:

List specific illustrations of this life skill:

- 1.
- 2.
- 3.
- 4.
- 5.

# Résumé Tips

## Format:

- Top – Name, Address, and Phone Number
- Skills should stand out (bold)
- Font large enough to read (minimum of 10)
- Must be only 2 pages
- Goals – include a short and long term goal
- Awards – keep to a minimum and only related to the project for which you are apply

The résumé should expand on the life skills and not add life skills.

## Résumé

1-2 pages in length – No more than 2 pages

## Include:

- Name and address
- Future goals
- 5 Skills & bullet points defending each skill
- Optional: Honors (if you have room)

Awards are nice but explain what you learned, not what you earned!

You need to sell yourself and life skills gained quickly and thoroughly to the readers. Here are a few helpful hints to get this accomplished:

- Share the 5 life skills that you feel 4-H helped you learn - same skills as in cover letter.
- Tell what 4-H experience helped you strengthen the life skills you listed.
- Use power verbs - start with the verb in past tense (what you have done).
- 4-H experiences must relate to category in which you are applying.
- List 4-H experiences first.
- Use concise bulleted format.
- Put most impressive bullet points first.
- Prove your point.

# Résumé Example

Chrissy Clover  
123 Fair Avenue  
Cloverdale, IN 43210  
(123) 456-7890

## Skills and Accomplishments

### **Teaching**

- Coached 45 young 4-H Sewing members on different modeling techniques during hands-on clothing workshop over the last two years.
- Demonstrated methods of zipper applications and other sewing tips for 50 members at a local 4-H club meeting last spring.
- Assisted my younger brother as he learned how to make apple butter muffins for his Foods project. Instructed 170 children during swimming lessons over the past two summers.

### **Leadership**

- Persuaded my 14 member 4-H group and the local Citizens Association to clean up and restore a neighborhood park, for which we won an award for civic beautification from the mayor.
- Organized a clean-up day and bake sale; press coverage resulted in more than \$1000 in donations from local businesses.

### **Organization**

- Scheduled dates, times and room locations for our three elementary schools when serving as three-year coordinator of 4-H School Promotions.
- Secured presenters, materials and obtained school releases and transportation for presenters.
- During five-year involvement, participated in filming of promotional tape, and represented 4-H by speaking to approximately 250 elementary school students.

# Cover Letter Example

Date

Your Name

Address

City, State, Zip Code

Indiana 4-H Youth Scholarship Selection Committee

Purdue Extension

4-H Youth Development Department

615 W State Street

West Lafayette, IN 47907-2053

Dear Scholarship Selection Committee,

In your opening paragraph include an antidote or personal story/experience as your introduction. Make sure you keep it brief and have it relate directly to the scholarship category. Make sure you include what category for which you are you applying. Then write specifically about the life skills that you list in the résumé. Keep it short and to the point. A list is a good way to do this.

The body of your letter should be 2 or 3 paragraphs that expand on life skills/résumé. This is also where you tell the committee what you have learned from 4-H related to the category you are applying for. What has 4-H done for you? What skills are you talking about and why the skills are important along with how you use them? Use a separate paragraph for each of the different life skills.

Don't forget to put in a closing paragraph that either summarizes what you have said or add more about what you have gained from this scholarship category. Please thank the committee for their time in reviewing the scholarship applications.

Sincerely,

Sign it with your signature in ink.

Your name typed.

Your letter will be judged for completeness, clarity, grammar, punctuation, content, if it adequately describes skills and accomplishments, if it encourages the reader to want to know more, and how it relates to your résumé.

## Life Skill Examples

**Taught** how to make “Pizza with Pizzazz” to 38 people at our County Demonstration Contest and 32 people at my local 4-H club meeting. Pizza with pizzazz is made with English muffins in less than three minutes.

**Demonstrated** “Pizzazz Your Plate” by showing how to make five garnishes to 30 people at the county contest, as well as 37 4-Hers at my club meeting.

**Designed** and **presented** an interactive presentation for 80 people at the Extension Annual Meeting. The presentation highlighted the Indiana State Fair Youth Leadership Conference.

**Instructed** 24 first year 4-H’ers and parents on the techniques for making and exhibiting 4-H posters at our county “First Year” workshop.

**Presented** a short speech on Mini 4-H on my local television channel. I discussed some of the different activities and highlights of Mini 4-H. This program reached about 75% of the families in Elkhart County.

**Planned** a demonstration on “Tasty Gifts to Go.” Tasty Gifts to Go are brownies, cookies, and soups that are put into a jar. Shared Tasty Gifts to Go in my local club, at our county contest, and at the Indiana State Fair.

**Prepared** tips on “health and safety” topics for six of my local 4-H club meetings. The topics included nutrition, bicycle safety, poison ivy, and tornado watches. I gave a short presentation to 55 4-H’ers and parents each month.

**Designed** an eight-page travel magazine highlighting places such as Gettysburg, Pennsylvania, and Hershey Park. It incorporated postcards, pictures, and text.