



4-H Résumé Record Sheet

| | |
|-----------------------------------|-------|
| Completed (40 possible) | _____ |
| Accuracy of answers (30 possible) | _____ |
| Appropriate grammar (15 possible) | _____ |
| Neatness of record (15 possible) | _____ |
| Total | _____ |
| A = 86-100 points | |
| B = 71-85 points | |
| C = 70 points or less | |

Record for Year _____

A completed record sheet is due by the last business day of June to exhibit each project at the fair.
Use any 4-H publications, the internet, the library, or a professional to help you prepare your responses.

The Basics

Project Division (circle one):

Beginner (grades 3-5)

Intermediate (grades 6-8)

Advanced (grades 9-12)

Name _____ 4-H Club _____

Years in 4-H _____ Grade _____ Years in Project _____

Let's Practice!

List five life skills that a youth could gain or may already possess that would help them as an adult.

1. _____
2. _____
3. _____
4. _____
5. _____

Grabbing the reader's attention is very important when completing a résumé because you don't want to fall to the bottom of the stack of résumés on the reader's desk. Make the reader put yours at the top of the stack! You can help make this happen by using strong, powerful, or creative verbs that show action.

Practice creating "power verbs" by providing synonyms for the following words.

- made _____
- gave _____
- found _____
- talked about _____
- came up with _____

When creating a résumé, try to show off your talents by impressing the reader. Using the two generic statements below (typed in bold print), elaborate on them by creating revised statements that would make the reader say, "Wow!" It is, of course, important that you maintain accuracy and truthfulness.

Fed my animals daily. (You had two horses. You took them to the vet regularly. You also cleaned their stalls and brushed them.)

Participated in the Saturday Showcase of Projects by bringing my project from last year.

(You brought a Photography project. You talked to about 10 different youth. There were about 50 kids who came with their parents. There were people who came that knew nothing about 4-H.)

Using the one life skill listed below and one that you plan to use in your project, practice listing how the life skill was illustrated, demonstrated, or put into practice. For the first life skill, make something up. For your life skill, use real life examples.

Life skill: leadership **Illustrations of this skill:** hold a club office
led a demonstration at a meeting
add more here → _____

Life skill: _____ **Illustrations of this skill:** _____

True or False: After completing a résumé or scholarship application, you should let it sit for a few days and then look at it again later.

True or False: You should not have an adult check your résumé or scholarship application for grammar and spelling.

Talk about it!

What did you like most about completing the 4-H Résumé project? _____

In what ways did the 4-H Résumé project help you reflect on some of the great things you have done/learned, or in what ways did it inspire you to do new things to build more life skills? _____

Whom might you encourage to try the 4-H Résumé project next year? _____

Use the Targeting Life Skills Model (below) as you work to develop your 4-H Résumé project. For more resources such as a more extensive list of power verbs, previous 4-H Résumés examples, etc., please contact the Extension Office at (260)668-1000 Ext. 1400. If you would like, you may ask the 4-H Educator to review your résumé and offer suggestions. For those in grades 10 and beyond, please submit your 4-H résumé for an Indiana 4-H Accomplishment Scholarship on/before January 25th.

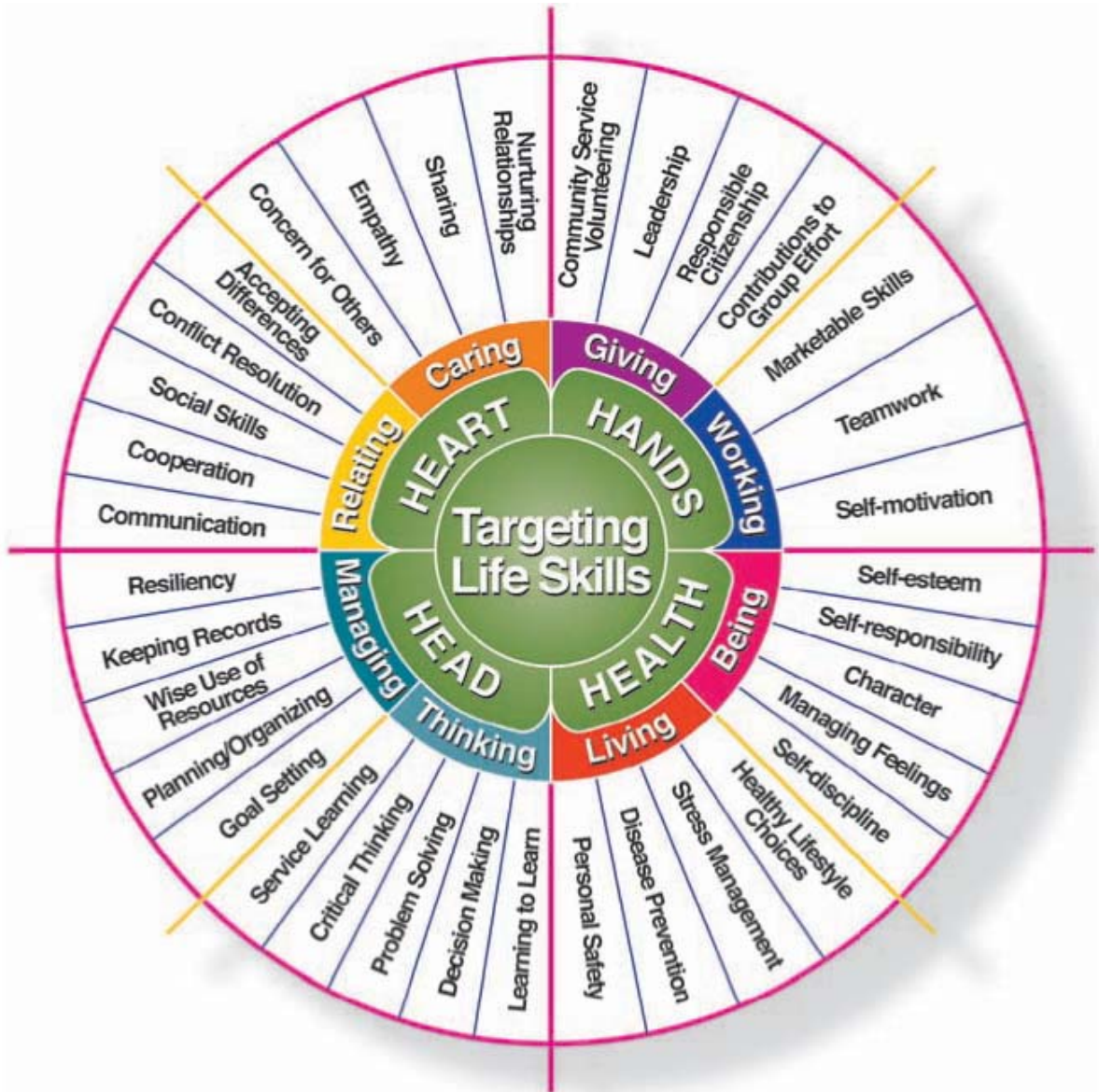


Fig. 1. Targeting Life Skills model. Source: Hendricks 1996.