



Indiana 4-H / Youth Dev. Accomplishment (Resume) Scholarship

Thank you to Joanne Lytton, Carroll County Extension Educator, for preparing and distributing these resources

Who Can Apply?

4-H'ers currently in grade 10 through 1st year after the last year of 4-H eligibility. NOTE: You can apply during your freshmen year at college.

How Do You Apply?

Step 1 - Complete a one page cover letter, 2 page resume and one page demographics page in one electronic file.

Submit by Jan. 25 **this is a Saturday* in v2.4honline.com under events for the specific scholarship.

Step 2 – If you make the semi-finalist, you will:

- ✓ **Interview Finalist Video** – 1 – 2 minute video demonstrating life skills developed in 4-H. Video will be viewed by Scholarship Comm. prior to the interview.
- ✓ interview by Zoom on **March 15, 2025**.

What are the Categories?

Eight Education Mission Focus Areas (30 - \$1,000):

- ✓ **Animal Science – Meat and Milk Production**
 - ✓ Projects - Beef, Dairy, Foods, Goat, Poultry, Rabbit, Sheep, Swine, Veterinary Science
 - ✓ Activities - *Ag Day, Animal Science Workshops, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/Public Speaking, Dairy Foods CDE, Dairy Judging CDE, Food Science Workshop, General Livestock Quality Assurance, Hoosier Beef Congress, Junior Pork Day, Junior Pork Quality Assurance Plus, Livestock Judging CDE, Livestock Skillathon CDE, Meat Judging CDE, Poultry Judging CDE*
- ✓ **Animal Science – Companion and Small Animal Production**
 - ✓ Projects - Cat, Dog, Foods, Goat, Horse, Llama / Alpaca, Pocket Pet, Poultry, Rabbit, Veterinary Science
 - ✓ Activities - *Ag Day, Animal Science Workshops, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/Public Speaking, General Livestock Quality Assurance, Hippology, Horse Judging CDE, Poultry Judging CDE*
- ✓ **Civic Engagement**
 - ✓ Projects – Genealogy, Government, Junior Leaders
 - ✓ Activities - *Ag Day, Career Days, Citizenship Washington Focus, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, Community Service, Indiana 4-H Leadership Summit, Indiana State Fair Youth Leadership Conference, International Programs, 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
 - ✓ Activities - *4-H Ambassador/Recruitment, 4-H Band, 4-H Chorus, 4-H Performing Arts, Ag Day, Citizenship Washington Focus, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, 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
 - ✓ Activities - *Aerospace Workshop, Ag Day, Computer Science Workshop, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, Electric Workshop, Engineering Workshop, National 4-H Science Experiment, Robotics Workshop*
- ✓ **Healthy Living, Food, and Nutrition Science**
 - ✓ Projects – Arts and Crafts, Bicycle, Cake Decorating, Child Development, Consumer Clothing, Foods, Health, Home Environment, Lawn Mower Safety, Microwave, Personality, Photography, Sewing, Shooting Sports, Tractor Safety
 - ✓ 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 – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, 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 Leaders,
 - ✓ Activities - *4-H Ambassador/Recruitment, Ag Day, Citizenship Washington Focus, County 4-H Council, 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*
 - ✓ Activities - *Ag Day, Biotechnology, Career Days, Communication Presentations – Demonstrations/Illustrated Talk/Informative Presentation/ Professional Persuasive Presentation/Public Speaking, Crops CDE, Entomology CDE, Forestry CDE, Horticulture CDE, Junior Master Gardener, National 4-H Science Experiment, PINE Workshop, Plant Science, Renewable Energy Workshop, Soil Judging CDE, Wildlife Habitat CDE*

Three Premier Categories (3 - \$2,000)

- ✓ Premier Achievement - Demonstration of life skills development 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. ***Although there may be some overlap in skills obtained, each application needs to be unique if applying in multiple categories.

Preparing the Scholarship Application

A. Resume

1. Gather resource materials: 4-H Record of Achievement, Achievement Project Book, Your Scrapbook or photo album.
2. Select a project area(s)
3. Select 5 life skills.

Life Skills outlined in Scholarship Booklet - ** Some our 4-H'ers used in past.

Accepting Differences	Leadership **	Responsibility **
Character	Learning To Learn	Responsible Civic
Civic Engagement	Listening	Engagement
Citizenship **	Managing Feelings	Self-Discipline
Communication**	Managing Resources	Self-Esteem
Community Service **	Managing Stress	Self-Motivation
Volunteering	Management (Time & Money)**	Self-Responsibility
Concern For Others	Marketable Skills	Service Learning
Conflict Resolution	Mastering Technology	Sharing
Contributions To Group Effort	Mathematics	Social Skills
Cooperation	Motivating Self	Speaking
Coping	Negotiating	Stress Management
Creative Thinking **	Nurturing Relationships	Teaching **
Critical Thinking	Organizational **	Teamwork **
Decision Making **	Personal Safety	Technology
Disease Prevention	Planning **	Thinking Critically
Empathy	Planning & Organizing **	Time Management**
Goal Setting	Problem Solving **	Wise Use of Resources
Healthy Lifestyle Choices	Reasoning	Writing
Honesty	Record Keeping **	
Interpretation	Resiliency	
Keeping Records		

4. Use Resume Worksheet (yellow) and list 5 examples of each life skill.

Example:

Life Skill - Teaching

Examples:

- Club Demonstration on Making a Pizza - 40 members learned how to make a quick and nutritious snack.
- Foods Workshop - Assisted project leader with foods workshop. Taught 12 first year members how to successfully bake cookies.
- Mini Workshop - Taught 30 mini 4-H'ers how to make a fruit kebab.

5. Turn examples into bullet point (power statements). Note: For each life skill, you will need 5 bullet points (power statements) – one about each example.

- The first 2 bullets should be project specific; bullets 3-4 could be other 4-H examples and the last bullet or 2 can be school and home examples.

NOTE: The more project specific and 4-H specific examples, the better.

- Use a consistent format - always start with an action verb;
- Use a thesaurus or a power verb from additional lists (green).
- Create WOW statements (salmon) - show results and, where possible, use numbers. Each statement should include: topic, background information, action verb and results.

Example:

Activity - Participated in Super Saturday. Brought my project from last year. (Life skill – Communication)

WOW - 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.

Activity - Fed my animals daily. (Life Skill - Time Management)

WOW -

Activity - Participated in Junior Leader Service Projects (Life Skill Citizenship)

WOW -

Activity - Coordinate 4-H and School Activities (Time Management skill)

WOW -

6. Format (Examples of 4 Styles - cream sheets)

- Top: Name, Address, Phone Number, e-mail address – make sure it is one you check and the name is appropriate in a professional setting;
- Skills should stand out;
- Font large enough to read (Font size must be a minimum of 10 point.);
- Must only be 2 pages;
- Goals - include a short term and long term;
- Awards - keep to minimum and only what is project related. Remember: Review team wants to know what you learned, **not** what you earned.

B. Cover Letter (Blue)

1. Introduces you to the reader.
2. Mention at least 3 of the life skills, and bold them, but do not repeat the same examples that are in the resume.
3. Needs to catch interest and make the reader want to read more.

C. Demographics Page (white)

1. Not judged. However, do NOT have spelling errors.
2. It is used if you win to introduce you.
3. When listing projects, list your main projects first especially those related to the scholarship. Include number of years in the project. Also list events and activities. Refer to the beginning of this packet for a list that has the majority of offerings.

Evaluation Process

- Team of 4-6 people (Educators) score each of the applications in a project category.
- During the first round, each of the applications is worth 20 points. The resume is worth twice as many points as the cover letter. However, everyone reads the cover letter first.
- Three or more applicants in each category will be invited to participate in the Interview Process.
- The top scores after the Interview process will receive the scholarship.

Interview Finalist Video – 1 – 2 minute video demonstrating life skills developed in 4-H. Video will be viewed by Scholarship Comm. prior to the interview.

Interview

- You must be a semi-finalist to compete in the Interview Process.
- The interview process is for 10 minutes. You are to give a 2-3 minutes speech. Then, the team (4-6 Educators) will ask questions for about 3-4 minutes. They use the rest of the time 2 – 3 minutes to score the interview.

Suggested Time Frame

January 15 - First draft due in Extension Office

By January 17 - First draft is returned to you.

By January 22- Submit second draft to Ext. Office. Ask your English teacher to read your draft for grammatical mistakes

January 23 - Second draft is returned to you.

Jan. 25 **this is a Saturday* - Final draft is due in 4-H on-line under event registration in the family tab. **Must be uploaded by midnight.** This is a state deadline.

Mar. 1 - Semi-finalists are notified

Mar. 16 - Interviews by Zoom

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.

A Few Thoughts from previous Judging

Make sure obvious how your projects relate to the category.

I am applying for the Healthy Living, Food, and Nutrition Science category. My involvement in Microwave, Food Preparation and Shooting Sports has allowed me to gain life experience pertaining to healthy living in the following areas: *Personal Safety, Responsibility, Learning to Learn, and Character.*

Make sure – submitted version has no notes or corrections needed

Focus first on life skills learned in 4-H, THEN talk about how you've used those skills in other projects or organizations.

As an officer in my 4-H Club starting in the 6th grade, I learned about how to coordinate and lead a club business meeting. This includes how to plan and follow a meeting agenda, maintain order, and use basic parliamentary procedure. I have been able to apply these skills since being elected an officer in National Honor Society during my Junior year of high school.

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.	
5.	

Life skill #2: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life skill #3: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life Skill #4 _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life skill #5: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Future Goals:

Project - _____

Career - _____

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

Power Verbs

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 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	Devised	Logged	Reported
Adapted	Diagnosed	Maintained	Represented
Administered	Directed	Managed	Researched
Advised	Discovered	Marketed	Resolved
Analyzed	Distributed	Maximized	Restored
Arranged	Enhanced	Modified	Reviewed
Assembled	Established	Motivated	Revised
Assessed	Evaluated	Navigated	Revitalized
Budgeted	Examined	Negotiated	Secured
Built	Executed	Obtained	Selected
Calculated	Expanded	Operated	Served
Coached	Expedited	Optimized	Showed
Collected	Facilitated	Organized	Simplified
Communicated	Formed	Originated	Solved
Compiled	Formulated	Performed	Started
Completed	Generated	Planned	Stimulated
Composed	Guided	Prepared	Streamlined
Computed	Handled	Presented	Strengthened
Concluded	Identified	Processed	Summarized
Condensed	Illustrated	Produced	Supervised
Conducted	Implemented	Promoted	Supplied
Convinced	Improved	Proposed	Taught
Coordinated	Increased	Provided	Tested
Corrected	Initiated	Put together	Trained
Created	Innovated	Realized	Transferred
Critiqued	Installed	Received	Updated
Decided	Instituted	Recommended	Upgraded
Delegated	Instructed	Recorded	Utilized
Delivered	Integrated	Recruited	Verified
Demonstrated	Introduced	Reduced	Was responsible for
Designed	Invented	Repaired	Wrote
Determined	Launched	Replaced	
Developed			

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. Coached parents in selecting gifts for their children at the annual “Toy Store” for needy families. Every year, Junior Leaders join efforts with the area churches and other civic groups to help approximately 125 needy families.

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

Joanne Lytton

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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.
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- Third skill example related to other 4-H projects explained with results.
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Responsibility

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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 _____.

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SKILLS AND ACCOMPLISHMENTS

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Future Goal

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

Cover Letter Worksheet

Answer the following...

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

What have you learned from 4-H? _____

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
Purdue Extension
4-H Youth Development Department
615 West State Street
West Lafayette, IN 47907

Dear Scholarship Selection Committee Members:

Body of letter addressing information from worksheet.

Para 1 – catch their attention; tie projects to the scholarship category

Para 2, 3, 4 – highlight 1 life skill in each paragraph

Para 5 – summary of how you will use life skills in the future. Thanks

Sincerely,

Signature of applicant

Name
County

Remember, Quality not Quantity

County _____

Extension Area _____

Category _____

RESUME/INTERVIEW EVALUATION FORM
4-H YOUTH RECOGNITION APPLICATION

Name _____

Year (Calendar) _____

(Each judge place a mark in column for best assessment of each part)

	Excellent	Good	Fair
COVER LETTER			
Completeness - Adequately describes member's skills and accomplishments			
Clarity - Grammar, punctuation - Encourages reader to want to know more			
Content - Expands upon resumé - Member's skills and accomplishments expanded			
RESUME			
Completeness - Name, etc. - Skills and accomplishments adequately described - Future goals stated - Other information included (please list)			
Clarity of Information - Skills and accomplishments easily understood			
Content - Member's skills and accomplishments expanded			
INTERVIEW			
Speaking Ability - Expression natural - not memorized, good English - Able to handle questions - Organized and good flow			
Research - Fully investigated subject area - Information accurate			
Content - Definitely speaks to skills and accomplishments - no "fluff"			

Category _____

Name _____

County _____



Extension - 4-H Youth Development



2021 Indiana 4-H Accomplishment Scholarship Finalist Resume/Video/Interview Evaluation Form

Note – The selection committee determines category winners based on a combination of the applicants resume and cover letter, interview, and video. An individual can be a winner in only one category.

	Points	Judges Scores					Average
Items to Consider	Possible	#1	#2	#3	#4	#5	Points
Introduction <ul style="list-style-type: none"> Did the speaker introduce him/herself? Did introduction serve to create interest in what the individual had to say? Was introduction short and to the point? 	15						
Life Skill Focus <ul style="list-style-type: none"> Did the speaker discuss life skills for this 4-H category? Is it apparent that the speaker knows what life skills are? Do the accomplishments discussed reflect life skills that were learned and how they would be applied? Definitely speaks to skills and accomplishments, no "fluff". 	15						
Speaker <ul style="list-style-type: none"> Neat and business/professional dress? Expression natural, not memorized, appropriate language? Speech organized and good flow. Provided accurate information. 	30						
Questions <ul style="list-style-type: none"> Answered questions with ease. Able to handle questions, think on their feet? 	20						
Video <ul style="list-style-type: none"> Explains how 4-H experiences developed life skills. Creativity. Grabbed the viewer's attention. 1-2 minutes in length. 	20						
GRAND TOTAL	100						

Comments: