

# 4-H ACCOMPLISHMENT SCHOLARSHIP WORKSHEET

## Life Skills

- Accepting Differences
- Character
- Citizenship
- Communication
- Community Service
- Concern For Others
- Conflict Resolution
- 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 Feelings
- Managing Resources
- Managing Stress
- Marketable Skills
- Mastering Technology
- Motivating Self
- Negotiating
- Nurturing
- Organizational
- Personal Safety
- Planning
- Problem Solving
- Reasoning
- Record Keeping
- Resiliency
- Responsibility
- Responsible Citizenship
- Self-Discipline
- Self-Esteem
- Self-Motivation
- Self-Responsibility
- Service Learning
- Sharing
- Social Skills
- Speaking
- Stress Management
- Teaching
- Teamwork
- Technology
- Thinking Critically
- Time Management
- Writing



<b>Activities</b>	<b>Projects</b>

# Life Skills Worksheet

## Skills and Accomplishments

Put most important life skills first on your resume

### Example: Life Skill-Teaching

Activity	Result
Foods Demo	40 club members learned how to make a nutritious snack.

Life Skill #1 \_\_\_\_\_

Activity of this life skill	Result-what happened
1.	
2.	
3.	
4.	



Life Skill #2 \_\_\_\_\_

Activity of this life skill	Result-what happened
1.	
2.	
3.	
4.	

Life Skills #3 \_\_\_\_\_

Activity of this life skill	Result-what happened
1.	
2.	
3.	
4.	

Life Skill #4 \_\_\_\_\_

Activity of this life skill	Result-what happened
1.	
2.	
3.	
4.	

Life Skill #5 \_\_\_\_\_

Activity of this life skill	Result-what happened
1.	
2.	
3.	
4.	

# Power Verbs

Below is a list of power verbs that may apply to the life skills you choose to highlight in your resume. Power verbs are recommended for resumes because they are action verbs. It is recommended you use a variety of power verbs in your resume.

Devised	Logged	Replaced
Diagnosed	Maintained	Reported
Directed	Managed	Represented
Discovered	Marketed	Researched
Distributed	Maximized	Resolved
Enhanced	Modified	Restored
Established	Motivated	Reviewed
Evaluated	Navigated	Revised
Examined	Negotiated	Revitalized
Executed	Obtained	Secured
Expanded	Operated	Selected
Expedited	Optimized	Served
Facilitated	Organized	Showed
Formed	Originated	Simplified
Formulated	Performed	Solved
Generated	Planned	Started
Guided	Prepared	Stimulated
Handled	Presented	Streamlined
Identified	Processed	Strengthened
Illustrated	Produced	Summarized
Implemented	Promoted	Supervised
Improved	Proposed	Supplied
Increased	Provided	Taught
Initiated	Put together	Tested
Innovated	Realized	Trained
Installed	Received	Transferred
Instructed	Recommended	Updated
Integrated	Recorded	Upgraded
Introduced	Recruited	Utilized
Invented	Reduced	Verified
Launched	Repaired	

# Creating "WOW" Statements

When writing the statements to support the life skills you highlight in your resume, you should include: Topic, Background Information, Action Statement, and Results. The results are the most important part of the statements included in the resume. Which of the following examples say "WOW"?

## **Photography/Communications Example**

- A. Reporter for 4-H club.
- B. Took pictures at the club meetings and sent them to the newspaper.
- C. Promoted six Junior Leader Service projects in the Lincoln County Gazette which has a circulation of 3500.

## **Animal Science Example**

- A. Fed my animals daily.
- B. Tended to my animals daily.
- C. Executed the daily feeding, grooming and exercising of my horses and maintained clean stalls. The health of my horses is very important, and these daily care activities keep animals 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, and homework while maintaining an A average in school.

## **Citizenship Example**

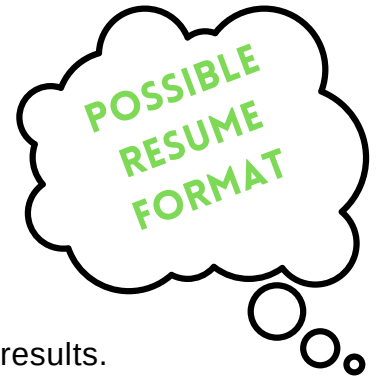
- A. Participated in Junior Leader Service Projects
- B. Participated in Junior Leader Service projects: Toy Store, canned food drive, and Valentine Day service project.
- C. Coached parents in selecting gifts for their children at the annual "Toy Store" for families in need. Each year, the Junio Leaders join efforts with the area churches and other civic groups to help 125 families.

For these examples "C" are the "WOW" statements because results were given.

# First Last Name

Address

City, State Zip



## 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.
- Fifth skill example related to other activities (school, FFA, church) explained with results.

### **Responsibility**

- 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.

### **Teaching**

- 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.

### **Management**

- 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.

## Future Goal

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

## Awards and Honors

4-H Ambassador, 4-H Trip Award Winner, etc.





# COVER LETTER WORKSHEET



1. What is your main 4-H project area? \_\_\_\_\_

2. What have you learned from 4-H? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How has 4-H impacted you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List one to three life skills. Why are they important? How do you use them? You may also expand on your resume information.

A. Life Skill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Life Skill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Life Skill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# COVER LETTER FORMAT



**Below is a sample template of how to format your cover letter. Remember, it is not the length of your cover letter, but rather the quality in which it is written and the content included.**

Date

Indiana 4-H Accomplishment Selection Committee  
c/o Purdue Extension  
4-H Department  
615 W. State St.  
West Lafayette, IN 47907-1161

Dear Committee Members:

(Body of letter addressing information from worksheet.)

Sincerely,

Name  
County