

# 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 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	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.

## Cover Letter Worksheet

Answer the following...

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

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

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3) What has 4-H done for you? \_\_\_\_\_

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

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

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

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

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Cover Letter Format

Date

Indiana 4-H Accomplishment Scholarship Selection Committee  
Purdue Extension  
4-H Department  
615 West State Street  
West Lafayette, IN 47907

Dear Scholarship Selection Committee Members:

Body of letter addressing information from worksheet.

Sincerely,  
(skip 4 lines for signature)

Name  
County

\*\*\*Remember, Quality not Quantity\*\*\*

## Joanne Lytton

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Flora, IN 46929  
574-9673538  
lytton@purdue.edu

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### Skills and Accomplishments

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#### 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.
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#### Decision-making

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### Future Goal

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



# Joanne Lytton

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