

# 4-H PORTFOLIO RUBRIC

4-H Portfolios include the combination of a current resume and a cover letter.

## RESUME

The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments. The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, community service, and non 4-H experiences. Each year, applicants will need to update their information, maintaining the most pertinent information over time. Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant. Applicants should include contact information, county, school grade, and year in 4-H.

CONTENT	4-H PROJECT INVOLVEMENT	4-H ACTIVITIES & EXPERIENCES	4-H AWARDS & RECOGNITION	4-H LEADERSHIP EXPERIENCE	4-H COMMUNITY SERVICE	NON 4-H EXPERIENCES	OVERALL FORMATTING PUNCTUATION GRAMMAR CONTACT INFO	TOTAL
POINTS	/20	/20	/10	/20	/15	/5	/10	/100
JUDGE'S COMMENTS								

## COVER LETTER

The cover letter should be a narrative to accompany the resume. When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application. Each application must have the outlined responsibilities posted, similar to a job application. Rubric should be tailored to specific responsibilities/objectives.

CONTENT	OBJECTIVE 1:	OBJECTIVE 2:	OBJECTIVE 3:	OBJECTIVE 4:	OVERALL FORMATTING PUNCTUATION GRAMMAR	TOTAL
POINTS	/20	/20	/20	/20	/20	/100
JUDGE'S COMMENTS						

# COVER LETTER OBJECTIVES

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PLEASE CAREFULLY REVIEW OBJECTIVES  
BEFORE WRITING A COVER LETTER AS  
THEY ARE SUBJECT TO CHANGE.

## STATE & REGIONAL LEADERSHIP ROLES

- Explain your 4-H leadership experience.
- Why do you want to be a \_\_\_\_\_ leader?
- What has been your involvement with this event in the past?
- What do you hope to learn from this leadership role?

## NATIONAL 4-H CONFERENCE

- Why is it important to have civic engagement in your community?
- When have you practiced personal development through community service?
- How will this opportunity apply to your experience in the real world?
- How do you plan to make a difference in your community?

## NATIONAL 4-H CONGRESS

- What does global awareness mean to you?
- How can you practice inclusion in your life?
- What experience do you have in areas related to citizenship?
- Why would you like to attend National 4-H Congress?

## COUNTY AWARDS NIGHTS AND PORTFOLIO CONTESTS

- What personal growth have you experienced this year?
- What does 4-H mean to you?
- What goals do you have based on your 4-H experience?
- How has 4-H prepared you for the future?

## COUNTY YEAR-END AWARDS

- Summarize what project(s) you have participated in 4-H this year and what new knowledge and skills you have gained.
- What would you consider the most significant 4-H experience you have had this year in 4-H and why?
- Explain how your involvement in 4-H has influenced your life for the better
- Explain what you have done in 4-H this year that has challenged you to grow, and pushed you out of your comfort zone

## 4-H STATE AMBASSADOR

- Why is leadership important to you?
- Why do you hope to become a 4-H State Ambassador?
- What do you hope to learn from this experience?
- How do you plan to help your community in this leadership role?

# 4-H SCHOLARSHIP COVER LETTER OBJECTIVES

## BECKY MITCHELL 4-H SCHOLARSHIP

- Describe how your 4-H Volunteer Leader influenced your life.
- Why is volunteering important?
- How have you volunteered in 4-H?
- How will you donate your time in the future?

## GARDNER - ELLIS SCHOLARSHIP

- Explain how you became involved with 4-H.
- Describe your 4-H experience.
- Describe how your 4-H experience has influenced your life.
- Explain how you will continue to be involved with 4-H.

## FERN SHIPLEY KELLEY SCHOLARSHIP

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe how your overall 4-H experience has influenced your life.

## AMY KEARSLEY MERIT SCHOLARSHIP

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe your 4-H projects related to Agriculture.

## COUNTY SCHOLARSHIPS

- Summarize what project(s) you have participated in 4-H and what knowledge and skills you have gained.
- What would you consider the most significant 4-H experience you have had and why?
- Explain how your involvement in 4-H has influenced your life for the better.
- Explain what you have done in 4-H that has challenge you to grow, and pushed you out of you comfort zone.