

4-H UNIVERSITY LEADER APPLICATION RUBRIC

RESUME

The resume should represent 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, and community service. The "overall" section of the rubric on both the resume and cover letter should reflect a 1 point deduction for each formatting, punctuation, or grammitcal error.

CONTENT	PROJECT INVOLVEMENT	ACTIVITIES & EXPERIENCES	AWARDS & RECOGNITION	LEADERSIHP EXPERIENCE	COMMUNITY SERVICE	OVERALL FORMATTING PUNCTUATION GRAMMAR	TOTAL
POINTS	/20	/20	/20	/20	/20	- PTS	/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: LEADERSHIP EXPERIENCE	OBJECTIVE 2: WHY 4-H UNIVERSITY LEADER?	OBJECTIVE 3: PERSONAL EDUCATION GOALS	OBJECTIVE 4: PERSONAL CAREER GOALS	OVERALL FORMATTING PUNCTUATION GRAMMAR	TOTAL
POINTS	/25	/25	/25	/25	- PTS	/100
JUDGE'S COMMENTS						

ONE ADDITIONAL POINT WILL BE AWARDED TO APPLICANTS WHO WERE LEADERS LAST YEAR.