

KANSAS 4-H PROJECT AWARD COVER LETTER & RESUME EVALUATION RUBRIC



4-H Member: _____ Extension Unit: _____

Project Award Category: _____ REGION: _____

The Kansas 4-H Project Award Cover Letter & Resume is a cumulative summary of what a 4-H member has done throughout his or her 4-H career within the project award category they are applying for. The applicant should prioritize their knowledge and experiences so that the cover letter is 1 page and resume does not exceed 2 pages. The cover letter should be written in a business letter format, but the formatting of resume is at the discretion of the young person in a way that best represents their 4-H project work and personality. Resume should include contact information, county, school grade, and year in 4-H.

COVER LETTER CONTENT	Low Range	Mid-Range	High Range	Points
	0-10 Poor intro; lacking purpose & evidence; poor grammar/format	11-20 Limited intro; states purpose & evidence; correct grammar/format	21-30 Enticing intro; clear purpose; convincing; excellent grammar/format	/30
RESUME CONTENT	Low Range	Mid-Range	High Range	Points
Personal Objective Statement	0-3 <ul style="list-style-type: none"> Vague goals Lacking skills Rambling & unclear 	4-7 <ul style="list-style-type: none"> Limited goals Vague skills Wordy but clear 	8-10 <ul style="list-style-type: none"> Specific & clear goal Compelling skills Short & concise 	10
Project Mastery	0-5 <ul style="list-style-type: none"> Lacking evidence Limited scope of skill Not age appropriate 	6-10 <ul style="list-style-type: none"> Adequate evidence Sufficient scope of skill Age appropriate 	11-15 <ul style="list-style-type: none"> Excellent evidence Wide scope of skill Exceeds age appropriateness 	15
Leadership Experience	0-3 <ul style="list-style-type: none"> Lacking evidence Limited leadership Not age appropriate 	4-7 <ul style="list-style-type: none"> Adequate evidence Average leadership Age appropriate 	8-10 <ul style="list-style-type: none"> Excellent evidence High quality leadership Exceeds age appropriateness 	10
Citizenship/Community Engagement	0-3 <ul style="list-style-type: none"> Lacking evidence Limited service Not age appropriate 	4-7 <ul style="list-style-type: none"> Adequate evidence Average service Age appropriate 	8-10 <ul style="list-style-type: none"> Excellent evidence Abundant service Exceeds age appropriateness 	10
Life Skills/Career Readiness	0-3 <ul style="list-style-type: none"> Lacking examples Limited scope of skill Inadequate 	4-7 <ul style="list-style-type: none"> Average examples Some variety & depth Average 	8-10 <ul style="list-style-type: none"> Abundant examples Wide variety & depth Exceptional 	10
Recognition	0-2 <ul style="list-style-type: none"> Limited 	3 <ul style="list-style-type: none"> Average 	4-5 <ul style="list-style-type: none"> Excellent 	5
Non-4-H Project Related Experiences	0-2 <ul style="list-style-type: none"> Limited 	3 <ul style="list-style-type: none"> Average 	4-5 <ul style="list-style-type: none"> Excellent 	5
OVERALL Formatting Heading Punctuation/Grammar	0-2 <ul style="list-style-type: none"> Visually unappealing Lacking contact info Poor grammar 	3 <ul style="list-style-type: none"> Clean and neat Proper contact info Few grammar mistakes 	4-5 <ul style="list-style-type: none"> Appealing & attractive Proper contact info Excellent grammar 	5
Resume Total				/70
OVERALL TOTAL				/100

Name of Evaluator: _____ Signature of Evaluator: _____

**KANSAS 4-H PROJECT AWARD
COVER LETTER & RESUME EVALUATION COMMENTS**



4-H Member: _____ Extension Unit: _____

Project Award Category: _____ REGION: _____

COVER LETTER
PERSONAL OBJECTIVE STATEMENT
PROJECT MASTERY
LEADERSHIP EXPERIENCE
CITIZENSHIP/COMMUNITY ENGAGEMENT
LIFE SKILLS/CAREER READINESS
RECOGNITION
NON-4-H PROJECT RELATED EXPERIENCES
OVERALL FORMATTING/HEADING/GRAMMAR