



4-H Career Exploration offers 4-H members the opportunity to learn about themselves, and their interests, abilities, and aptitudes. They also can learn more about the world of work and consider their interests and aptitudes in relation to available careers. 4-H members learn how to create documents and to present themselves in a professional manner to increase their career readiness.

Senior Age Level - (14-18) Judging: N/A

Miscellaneous

1. Three (3) job positions will be provided to choose from. Submit three (3) copies of résumé and cover letter for the selected job position to the State 4-H Office by May 1 of the current year. A list of recommended interview questions to prepare for will be provided after document submission.
2. Participate in interview process during 4-H Congress.
3. Finalists (3) will respond to questions in a group interview setting.

(NOTE: This contest is open to 4-H members who are at least 14 years of age and have not passed their 19th birthday as of January 1 of the current year.)

4-H Thrive

Positive Youth Development

Developing Competence

Adults create environments where youth can develop competence in their chosen project area.

Building Confidence

Youth build confidence as they learn to think for themselves, build mastery, and are recognized for their efforts.

Nurturing Caring

Adults nurture a caring environment where mutual trust between youth and adults is established. Caring relationships with adults are key to resilient youth.

Finding Connection

Youth build solid connections which are critical to their well-being.

Forming Character

Create a community where youth play an active role in developing their character.

Determining Contribution

Youth actively contribute to their clubs and communities.

**Mississippi State University is
an equal opportunity
institution.**

Project Resources

Member manuals,
leader guides,
supplementary
materials, training
materials, videos, etc.

Member Manuals:
Writing a 4-H Résumé –
Publication 3922

Supplementary Materials

*Michigan State
University 4-H Careers
& Entrepreneurship:
Interviews*

*Michigan State
University 4-H Careers
and Entrepreneurship:
Resumes and Portfolios*

*Résumé Writing:
Modern Résumé –
Mississippi State
University Career
Center*

Training Materials

Agent Training Videos

*Block Letter Format
PowerPoint*

*Career Pursuit
Checklist*

*Recommended
Interview Questions*

Résumé Tips Video

SCORESHEET

Resume Evaluation

Professional Summary: <i>Summary should be clear and realistic.</i>	5
Experience and Skills: <i>Details of experience and skills should be described with action words.</i>	5
Education: <i>Education history should be concisely reviewed.</i>	5
Special Skills or Supplemental Information: <i>Special skills or other positive experiences/information should relate to the objective.</i>	5
Organization: <i>Content sections should be organized.</i>	5
Spelling, Grammar, and Typing: <i>Free of grammar and spelling mistakes and typographical errors.</i>	5
Format: <i>Should be easy to read.</i>	5
Neatness and Appearance: <i>Appeared neat and eye-appealing.</i>	5
Reference Sheet: <i>Included separate sheet of 3 references with at least 2 forms of contact information</i>	5
Overall: <i>Appeared uniform and consistent.</i>	5
TOTAL POINTS POSSIBLE	50

SCORESHEET

Cover Letter Evaluation

Addressed properly: <i>Contained the employer's address, data, return address, and professional salutations.</i>	5
Purpose: <i>Established the purpose of the letter.</i>	5
Qualifications: <i>Included qualifications and skills are relevant to the job requirements.</i>	5
Follow-up: <i>Acknowledged the next steps in the application process.</i>	5
Contact Information: <i>Provided at least two forms of contact (e.g. phone number, email address, mailing address)</i>	5
Signature: <i>Contained hand-written signature</i>	5
Spelling, Grammar, and Typing: <i>Free of grammar and spelling mistakes and typographical errors.</i>	5
Tone: <i>Maintained professional and passionate tone throughout the letter.</i>	5
Focus: <i>Maintained focus on the job description.</i>	5
Format: <i>Followed block letter format.</i>	5
TOTAL POINTS POSSIBLE	50

SCORESHEET

Job Interview Evaluation

Preparation:	
<i>Presented a clear, up-to-date application or resume if required</i>	5
Questions and Responses:	
<i>Seemed to understand how personal qualifications could fit the job</i>	5
<i>Provided the kind of information that would help an interviewer decide whether to hire</i>	5
<i>Seemed to be able to relate well with others (if applicable for the job)</i>	5
<i>Seemed to exercise good judgement</i>	5
<i>Tried to understand the interviewer's needs and point of view (e.g. listened well)</i>	5
<i>If information seemed missing, took initiative and asked questions</i>	5
Appearance:	
<i>Appeared to be alert and responsive</i>	5
<i>Seemed clean and neat (if applicable for the job)</i>	5
<i>Seemed confident and interested in employment</i>	5
TOTAL POINTS POSSIBLE	50