




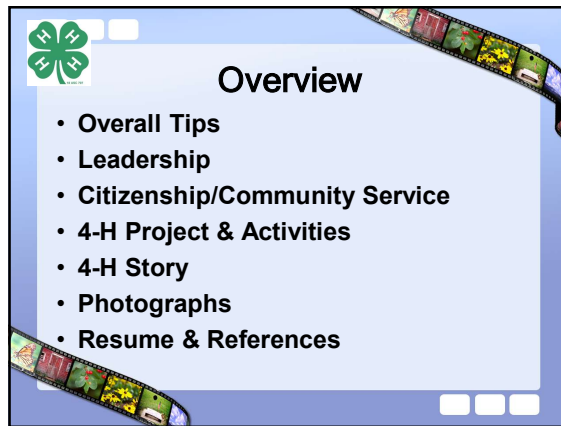
Missouri Recognition Forms Level 3

Tips to your success



Overview



- Overall Tips
- Leadership
- Citizenship/Community Service
- 4-H Project & Activities
- 4-H Story
- Photographs
- Resume & References



Overall Tips


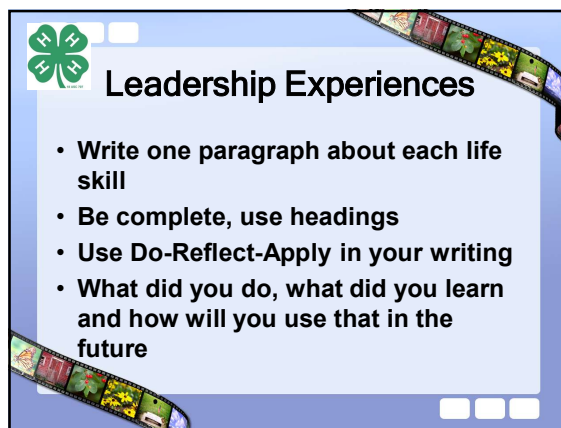
- Proper signatures
- Proof, proof, proof
- Neatness counts!
- Fill in white space with good examples
- Use current form (11/16)

Do not alter the form



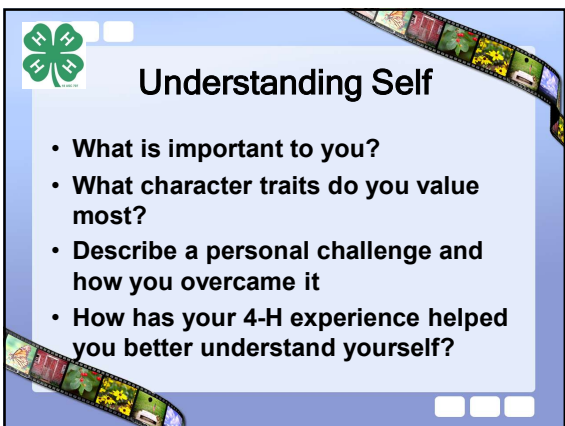
Leadership Experiences

- Write one paragraph about each life skill
- Be complete, use headings
- Use Do-Reflect-Apply in your writing
- What did you do, what did you learn and how will you use that in the future



Understanding Self


- What is important to you?
- What character traits do you value most?
- Describe a personal challenge and how you overcame it
- How has your 4-H experience helped you better understand yourself?



Communicating


- Speaking in front of groups
- Writing effectively
- Listening
- Non verbal
- Describe how you have effectively used your communication skills to lead an activity






Getting Along with Others

- Building Trust and support
- Caring, understanding and accepting
- What teams have you been a part of in 4-H? Officer, counselor, etc.
- How did you help a group get along?




Learning to Learn

- What is your learning style?
- How has 4-H helped you develop your learning skills?
- Describe a time when you were in a leadership role, and had to work with a wide range of abilities or ages
- What obstacles did you overcome?




Making Decisions

- How does your 4-H group make decisions?
- Discuss a 4-H decision that you or your club have made. What was the result? What did you learn?
- How have you led a group of 4-H members in making a decision? What was the outcome?
- How will this skill of making decisions help you in the future?



Managing Resources

- How did your leadership help manage resources in your club, your project, etc?
- What resources were managed? (time, money, labor, etc.)
- What was the outcome? Were you successful?




Working with Others

- Discuss a specific leadership activity where it was a challenge working with others.
- What difficulties did you face?
- How did you address the problems?
- What was the outcome?




Citizenship & Community Service






Citizenship

- Hardest area for youth to define
- Can be described by who and what we are, what we believe, or as what we do.
- Legal Vs. Patriotic
- What makes us good citizens?



Citizenship

- Does not have to be entirely 4-H, can be community, school, etc.
- See examples, they may help you remember things you did
- What did you do that made you feel patriotic?




Examples

- Job shadow a government official
- Presentations at city council or with county commissioners
- Youth Civic Leader's Summit
- Serving on Councils
- Government Day
- Citizen Youth Forum
- Legislative Academy and Day
- Citizenship Washington Focus
- Helping post signs about voting
- Volunteer on election day
- Writing a letter to the editor
- Learning about other cultures




Community Service

- What you do as an individual or group to help your community.
- Always lots of great participation information in applications
- Service Learning activities (i.e. Lafayette House)




Examples

- Adopt a highway
- Cards to veterans and nursing homes
- Lafayette House
- Camp community service (teen camp)
- Food or Coat Drive
- Military family support
- Fair clean up
- Adopt a family
- Fruit baskets to elderly
- Beautification of the community




Projects and Activities

- Focus on last 3 years
- Describe what you learned in your projects
- How does that translate to your current and future life skills?
- Problem solving, responsibility, financial management, careers, etc.




4-H Projects and Activities

- Here is your chance to give more detail about your most important 4-H projects
- What life skills and lessons have you learned?
- How will you apply these skills in the future?
Will this impact your career choice?




4-H Story

- Many judges read the story first
- Write well to be remembered
- Write it first, fill out the other sections then go back and rewrite
- Express who you are, and how your 4-H experience makes a difference in your life and others



4-H Story- tips

- Talk more about what you learned than what you did
- Active sentences.
- Include future goals and how they have been influenced by your 4-H experience
- Let your personality shine through!




Photographs

- 3 pages, 2 photos per page
- Worth 6 points
- Include short caption for each photo
- Neatness counts – consider digital photo with caption typed
- Action photos that show variety work best



Resume & References




Take it serious!

- Resume and interview the most “real world” portions of application
- Directly transfers to world of employment
- Only 10 points but can make or break (6 to 8 point swing)



The Resume

- Marketing tool
- Representation of you
- Tailored for specific position
- Purpose: to get an interview



The Resume

- A summary
- An introduction
- The first impression
- Initial screening
 - Often used for the “first cut”
 - If “no” then no next step



Two Basic Components


- Appearance
- Content

Both are equally important!




Appearance

- Font
 - 10-12 pt
 - Popular, non-decorative; i.e. Arial, Times
 - Black ink – no grey shades, no color



Appearance

- Design
 - Eye appeal, attractive
 - Use of margins, double space after each section, sparing use of design affects such as bullets, boxes, bold, etc.
 - Look at samples
 - Templates – word processing program or online



Content

- Header
 - Name
 - Stand out, large font (up to 32 pt)
 - No nicknames
 - Contact Info
 - Name, address, phone, email
 - Not personal info i.e. age, marital status, race, etc.
 - Current & accurate

Content Categories

- Career/work objective
- Education
- Experience (work)
- Achievements/Honors & Awards
(success indicators)
- Skills/Abilities

Tips

- Reverse chronological order
- List GPA with Education IF 3.0 or above
- Spell out the first reference of acronym (American Quarter Horse Association – AQHA)
- Describe job responsibilities not just employer name & dates
- State present position in present tense and past positions in past tense

Tips

- Write in a telegraphic style (short phrases): Complete sentences are not needed.
- Begin each statement with an action verb (organized, presented, developed, created...).
- Write objectively (no “I,” “me,” “my,” etc.).
- Make sure all your information is current.
- Check repeatedly for grammar, spelling, and typing errors.

References

- Separate page
- Include header
- 3-5 references
- Do not use personal friends or family members

References

- Format:
 - Name of reference
 - Title (if appropriate)
 - Name of company (if appropriate)
 - Address
 - Phone number
 - Relationship to you, e.g., supervisor, family friend, teacher, etc.


So...

- Make your resume a priority
- Tailor it for a specific need
- Proof read, proof read, proof read!
- If you were reading your resume', would you give yourself an interview?



Successful Applications

- Tell the story...
- Describe what you did
- Process what you learned
- Finished the story with how you have applied knowledge and experience gained to another area.



Questions?

- Contact Karla Deaver
- 417-466-3102 or
- deaverk@missouri.edu