

Power Verbs

The skills listed in types of skills can be described as stated or you can use “power verbs”. Power Verbs sometimes imply a stronger message. Below are a list of “power verbs” that might apply to the lifeskills that you have developed in your 4-H project. NOTE: These power verbs are good to use when writing a job resume because they are action verbs. As you write your various examples, be sure to use a variety of verbs versus the same verb over and over.

Achieved	Developed	Logged	Reported
Adapted	Devised	Maintained	Represented
Administered	Diagnosed	Managed	Researched
Advised	Directed	Marketed	Resolved
Analyzed	Discovered	Maximized	Restored
Arranged	Distributed	Modified	Reviewed
Assembled	Enhanced	Motivated	Revised
Assessed	Established	Navigated	Revitalized
Assisted	Evaluated	Negotiated	Secured
Budgeted	Examined	Obtained	Selected
Built	Executed	Operated	Served
Calculated	Expanded	Optimized	Showed
Collected	Expedited	Organized	Simplified
Coached	Facilitated	Originated	Solved
Communicated	Formed	Performed	Started
Compiled	Formulated	Planned	Stimulated
Completed	Generated	Prepared	Streamlined
Composed	Guided	Presented	Strengthened
Computed	Handled	Produced	Summarized
Concluded	Identified	Promoted	Supervised
Condensed	Illustrated	Processed	Supplied
Conducted	Implemented	Proposed	Taught
Convinced	Improved	Provided	Tested
Coordinated	Increased	Put together	Trained
Corrected	Initiated	Realized	Transferred
Created	Innovated	Received	Updated
Critiqued	Installed	Recommended	Upgraded
Decided	Instituted	Recorded	Utilized
Delegated	Instructed	Recruited	Verified
Delivered	Integrated	Reduced	Was responsible for
Demonstrated	Introduced	Repaired	Wrote
Designed	Invented	Replaced	
Determined	Launched		

Creating “WOW” Statements About Your Skills

For each of your examples, you should include: Topic, Background Information, Action Statement and Results. The results are the most important part of the example. Yet, many people forget this part of their examples. Which of the following examples say “WOW”?

Photography Example:

- A. Reporter for 4-H club. Took pictures at club meetings.
- B. Took pictures at the club meetings and sent them to the newspaper.
- C. Promoted six Junior Leader Service projects in the Carroll County Comet, which has a circulation of 3,500 families.

Super Saturday Example:

- A. Participated in Super Saturday. Assisted with our club booth.
- B. Spoke to 4-H’ers about the 4-H food project at our club booth at Super Saturday.
- C. Recruited potential 4-H’ers by presenting detailed information on the “Foods” project at the County Super Saturday 4-H Promotional Event. This event was attended by 150 people, which included about 85 potential 4-H’ers.

Animal Example:

- A. Fed my animals daily.
- B. Tended to my animals daily (feeding and grooming).
- C. Executed the daily routine of feeding, grooming and exercising my own horses, as well as maintaining clean stalls. The health of my horses is extremely important to me, and these activities help keep them at their best.

Time Management Example:

- A. Coordinated my 4-H and school activities.
- B. Coordinate my schedule for ten 4-H projects and my school athletic activities.
- C. Scheduled events for 4-H, school, FFA, volunteer work, part-time jobs, and homework while maintaining an A-B average in school.

Citizenship Example:

- A. Participated in Junior Leader Service projects.
- B. Participated in Junior Leader Service projects: Toy Store, collected 87 storybooks for WIC Christmas Party and collected 5000 Valentines with Extension Homemakers.
- C. Assisted parents in selecting gifts for their children at the annual “Toy Store” for needy families. Every year, Junior Leaders join efforts with the Delphi Ministerial Association and other civic groups to help approximately 125 needy families.

For all scenarios example C sounds much more impressive because results were given.

Resume Worksheet

Skills and Accomplishments: (Most important first. Second most important last.)

Example Life Skill - Teaching

Illustration	Result
Ex. Foods Demo - Pizza	40 club members learned how to make a quick and nutritious snack.

Life Skill #1 _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life skill #2: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life skill #3: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life Skill #4 _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Life skill #5: _____

Illustrations/activity of this life skill:	Result - what happened
1.	
2.	
3.	
4.	
5.	

Future Goals:

Project - _____

Career - _____

Honors: (If you still have room list 4-H honors related to project.)

Cover Letter Worksheet

Answer the following...

1) What is your main 4-H project area? _____

2) What have you learned from 4-H? _____

3) What has 4-H done for you? _____

4) List one to three life skills, why they are important, how you use them, and/or expand on resume information.

A. Life Skill: _____.

B. Life Skill: _____.

C. Life Skill: _____.

Cover Letter Format

Date

Indiana 4-H Accomplishment Scholarship Selection Committee
c/o Purdue University Cooperative Extension Service
4-H Department
1161 AGAD Hall
West Lafayette, IN 47907-1161

Dear Committee Members:

Body of letter addressing information from worksheet.

Sincerely,
(skip 4 lines for signature)

Name
County

Remember, Quality not Quantity

Joanne Lytton

P.O. Box 317
Delphi, , IN 46923

Skills and Accomplishments

Leadership

- First skill example related to project category explained with results.
- Second skill example related to project category explained with results.
- Third skill example related to other 4-H projects explained with results.
- Fourth skill example related to other activities (school, FFA, church) explained with results.
- Fifth skill example related to other activities (school, FFA, church) explained with results.

Decision-making

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Future Goal

I plan to use my leadership and decision-making skills to pursue a career in _____.

Joanne Lytton

P.O. Box 317 · Delphi, IN 46923 · 765-564-3169

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