

# 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; decent grammar/format	21-30 Enticing intro; clear purpose; convincing; excellent grammar/format	<b>/30</b>
RESUME CONTENT	Low Range	Mid Range	High Range	Points
<b>Personal Objective Statement</b>	0-3 <ul style="list-style-type: none"> <li>Vague goals</li> <li>Lacking skills</li> <li>Rambling &amp; unclear</li> </ul>	4-7 <ul style="list-style-type: none"> <li>Limited goals</li> <li>Vague skills</li> <li>Wordy</li> </ul>	8-10 <ul style="list-style-type: none"> <li>Specific &amp; clear goal</li> <li>Compelling skills</li> <li>Short &amp; concise</li> </ul>	<b>10</b>
<b>Project Mastery</b>	0-5 <ul style="list-style-type: none"> <li>Lacking evidence</li> <li>Limited scope of skill</li> <li>Non age appropriate</li> </ul>	6-10 <ul style="list-style-type: none"> <li>adequate evidence</li> <li>sufficient scope of skill</li> <li>age appropriate</li> </ul>	11-15 <ul style="list-style-type: none"> <li>excellent evidence</li> <li>wide scope of skill</li> <li>exceeds age appropriateness</li> </ul>	<b>15</b>
<b>Leadership Experience</b>	0-3 <ul style="list-style-type: none"> <li>Lacking evidence</li> <li>Limited leadership</li> <li>Non age appropriate</li> </ul>	4-7 <ul style="list-style-type: none"> <li>adequate evidence</li> <li>average leadership</li> <li>age appropriate</li> </ul>	8-10 <ul style="list-style-type: none"> <li>excellent evidence</li> <li>high quality leadership</li> <li>exceeds age appropriateness</li> </ul>	<b>10</b>
<b>Citizenship/Community Engagement</b>	0-3 <ul style="list-style-type: none"> <li>Lacking evidence</li> <li>Limited service</li> <li>Non age appropriate</li> </ul>	4-7 <ul style="list-style-type: none"> <li>adequate evidence</li> <li>average service</li> <li>age appropriate</li> </ul>	8-10 <ul style="list-style-type: none"> <li>excellent evidence</li> <li>rich service</li> <li>exceeds age appropriateness</li> </ul>	<b>10</b>
<b>Life Skills/Career Readiness</b>	0-3 <ul style="list-style-type: none"> <li>Lacking examples</li> <li>Limited scope of skill</li> <li>Inadequate</li> </ul>	4-7 <ul style="list-style-type: none"> <li>Average examples</li> <li>Some variety &amp; depth</li> <li>Average</li> </ul>	8-10 <ul style="list-style-type: none"> <li>Rich examples</li> <li>wide variety &amp; depth</li> <li>Exceptional</li> </ul>	<b>10</b>
<b>Recognition</b>	0-2 <ul style="list-style-type: none"> <li>Limited</li> </ul>	3 <ul style="list-style-type: none"> <li>Average</li> </ul>	4-5 <ul style="list-style-type: none"> <li>Excellent</li> </ul>	<b>5</b>
<b>Non-4-H Project Related Experiences</b>	0-2 <ul style="list-style-type: none"> <li>Limited</li> </ul>	3 <ul style="list-style-type: none"> <li>Average</li> </ul>	4-5 <ul style="list-style-type: none"> <li>Excellent</li> </ul>	<b>5</b>
<b>OVERALL Formatting Heading Punctuation/Grammar</b>	0-2 <ul style="list-style-type: none"> <li>Visually unappealing</li> <li>Lacking contact info</li> <li>Poor grammar</li> </ul>	3 <ul style="list-style-type: none"> <li>Clean and neat</li> <li>Proper contact info</li> <li>Few grammar mistakes</li> </ul>	4-5 <ul style="list-style-type: none"> <li>Appealing &amp; attractive</li> <li>Proper contact info</li> <li>Excellent grammar</li> </ul>	<b>5</b>
<b>Resume Total</b>				<b>/70</b>
<b>OVERALL TOTAL</b>				<b>/100</b>

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: \_\_\_\_\_

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