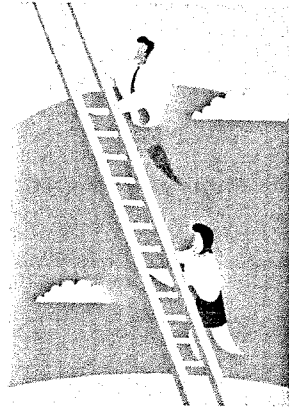


4-H Actions + Results = Resume Builders

Facilitated by Lynnette J. Ward, Career Consultant
4-H North Central Sectional Skills Day
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As you move forward in your education and career you will be called upon to provide written accomplishment statements to illustrate your skills, knowledge and experience. You will have an advantage because of the developed skills and achievements from your 4-H experience.

How do I translate 4-H actions and results to build my resume?

You'll develop bullet-pointed accomplishment statements to illustrate the skills you've developed by the actions you've taken and share how those impacted a situation for a positive result.

Each bullet pointed accomplishment statement should consist of three components: Challenge, Action and Result.

Challenge:

What was the situation? -- new, lack of resources, time frame, small team, addressing a need
How many people were involved? – team of five, 25 club members, 200 participants
How often did you do it? – weekly, monthly, annually, or a regular basis

Action: What action did you take?

Motivated, Organized, Handled, Documented, Researched, Communicated, Coordinated, Collaborated, Teamed, Partnered, Administered, Negotiated, Presented, Instructed, Planned, Represented, Recommended, Led, Managed, Directed, Supervised, Championed, Spearheaded

Result: What changed because of your actions?

Generated support

Informed groups

Created awareness

Resolved problems

Improved or streamlined process

Increased sales or revenue or communication or efficiency

Eliminated waste

Saved money

Cut costs

Secured funding

Achieved an award

Accomplishment Statement Examples from 4-H Experiences

Community Club Activities

- Coordinated an event for 35 members and effectively managed budget and met all deadlines to ensure an environment for team building and goal setting.
- Tracked spending and successfully managed a project budget of \$500 during a three month time frame.
- Teamed with three club members to set-up and clean-up after monthly meetings attended by 35 participants to create an environment for relationship building and event planning.

Community Club Officer

- Led monthly community club meetings for 20-30 participants to inform and drive decision making regarding events and activities.

All Star

- Collaborated with team of five to create new programs resulting in awareness of 4-H throughout the county and increased enrollment.
- Communicated on a regular basis with local government officials to generate support for local events and activities by representing 4-H and its value in youth development.

Record Book Competition

- Tracked skills and activities throughout the year and documented in annual record book submitted for regional competition. Achieved award in Photography category and represented region in state competition.

Write your accomplishment statements:

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