

## **Chippewa County 4-H Award and Recognition Self-Evaluation Checklist**

NOTE: This checklist is required for application to demonstrate that you have done self-evaluation of your application.

Please check the box if you agree with the statement. Then complete the statement at the bottom of the next page with specific reasons and details.

### **Cover Letter**

- My cover letter is in business letter format with correct spacing and punctuation.
- My cover letter refers to my resume, but does not repeat it.
- My cover letter narrates my qualifications for being selected for a trip or award.
- My cover letter is typed, not handwritten.
- I have expressed emotion in my cover letter.
- I go more “in-depth” about my knowledge and skills highlighted in my resume in my cover letter.
- My cover letter is tailored for this particular event.
- My cover letter is arranged in a “story-like” format.
- I used “I” in my cover letter.

### **Resume**

- I arranged my resume in an organized logical manner.
- My resume is in chronological order.
- My resume has a good balance of text and white space.
- My resume includes a short explanation in paragraph form of what I learned where indicated.
- My resume is typed, not handwritten.
- I used action words to describe my accomplishments and experiences.
- I used the same 1 – 2 appropriate fonts throughout my resume.
- This resume is representative of me. I have “made it my own” by adding my own personality to it.
- My resume is tailored for this particular event.
- I do not think I was shy about my accomplishments and experiences.

### **Reference Sheet**

- I have contacted three adults that can speak to my qualifications to receive a trip or award and received their permission to include their information on my reference sheet.
- I included the adults’ names, titles, addresses, phone numbers, and emails, as appropriate.
- In one sentence told how the person serves as a good reference for me or is knowledgeable of my qualifications.

### **Adult Recommendation**

- I provided the adult recommendation form and a pre-addressed envelope to an adult that is not my relative that can speak to my qualifications to receive a trip or award at least two weeks before the form is due.
- I provided the adult with pertinent information about the 4-H Trip/Award application process.

### **Overall**

- I have completed every component of the application materials.
- I was concise, but I also included specific details.
- Unless instructed otherwise, I wrote in paragraphs with complete sentences.
- I feel it is reflective and thoughtful.
- It is representative of my most significant 4-H experiences to date.
- I took time to complete my cover letter and resume with care.
- It is an example of my best-written communication skills.
- It includes evidence of accomplishments, leadership, improvement, reflection, and learning.
- I know my cover letter and resume has few spelling or grammar errors because not only did I proofread it, but so has another trusted adult.

I think the strengths of my cover letter and resume are:

My cover letter and resume can improve in these ways: