

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: