

## Buffalo County 4-H Leaders' Cover Letter & Resume Evaluation Sheet

Name \_\_\_\_\_ Club \_\_\_\_\_

Grade as of last January \_\_\_\_\_ Trips/Awards Applying: \_\_\_\_\_

<b>Selection Criteria</b>	<b>Rating</b>				
<b>Cover Letter (25 points)</b>					
Is in correct format with no grammar mistakes.	5	4	3	2	1
Narrates a few of the members' most significant accomplishments and experiences in cohesive paragraphs.	5	4	3	2	1
Goes in depth about the knowledge and skills the member has developed and has highlighted in his/her resume, but does not repeat it.	10	7	5	3	1
Creates a sound argument for receiving a trip/award; uses action words and emotion.	5	4	3	2	1
<b>Resume (40 points)</b>					
Is organized in a logical manner; easy to read format; few grammar mistakes.	10	7	5	3	1
In each section provides a short explanation of the members' roles/responsibilities and knowledge gained or skills developed of each project or activity.	20	15	12	10	5
Provides evidence for receiving a trip/award; uses action words.	10	7	5	3	1
<b>References (5 points)</b>					
Three appropriate references are listed in an appropriate format.	5	4	3	2	1
<b>Adult Recommendation (10 points)</b>					
A positive adult recommendation that speaks to member's qualifications accompanies the resume.	10	7	5	3	1
<b>Overall (20 points)</b>					
Is concise; yet, provides specific details about member's roles and learning.	10	7	5	3	1
Evidence that time and effort was put forth in completing the cover letter and resume.	10	7	5	3	1

**Total Score: \_\_\_\_\_ / 100**

**Comments:** *Please provide both positive feedback and constructive criticism in the space below and/or on the back of this evaluation sheet.*