



CAREER PREP CONTEST

Resources and Scorecard



The LSU AgCenter and LSU provide equal opportunities in programming and employment.

Guidelines for a Professional Resumes and Applications

Refer to the LSU Olinde Career Center website or Student Career Guide: <https://www.lsu.edu/career/files/studentcareerguide.pdf>

- **Building Your Resume-Pages 32-39**
- **References-Page 40**
- **Cover Letters-Pages 41-42**
- **Interviews- Pages 62-63**
- **Dress for Success- Page 64**

PERSONAL INFORMATION PAGE SCORE SHEET SCORECARD

CATEGORY	POSSIBLE POINTS	EARNED POINTS
Completeness of Personal Information	3	
Signatures	2	
Total Points	5	

CAREER PREPARATION CONTEST COVER LETTER SCORECARD

1 page limit using 12 point font in either Times New Roman or Arial style.

OUTLINE	POSSIBLE POINTS	RATING SCALE						EARNED POINTS
		1	2	3	4	5	6	
Letter prepared in proper letter format	4							
“Why Am I Writing?”	6							
“Who Am I and Why Should You Hire Me”	6							
What is Your Next Step?	6							
Grammar	3							
Total Points	25							

CAREER PREP JOB APPLICATION SCORECARD

CATEGORY	POSSIBLE POINTS	RATING SCALE (1 LOW/5 HIGH)						EARNED POINTS
		1	2	3	4	5	6	
Job Title/Position Desired <i>(Job for which you are applying now)</i>	2							
Name, Address, & Daytime Phone Number	2							
Hours Available to Work	3							
Education <i>(all schools attended, special classes, training (life guard, Jr. Master Gardener, etc.), if you have graduated from HS include the post secondary school you will be attending, etc.)</i>	5							
Work Experience <i>(voluntary and paid - include specific dates)</i>	5							
School, Church, or Community Activities	5							
Grammar	3							
Total Points	25							
Judge's Notes:								

CAREER PREP RESUME SCORECARD

CATEGORY	POSSIBLE POINTS	RATING SCALE				EARNED POINTS
		1	2	3	4	
Appropriate format	5					
Job Title <i>(job for which you are applying now)</i>	2					
Personal Information	6					
Objective	10					
Education	8					
Work Experience	8					
Resume Organization	8					
Optional Headings	5					
Grammar	3					
Total Points	55					
Judge's Notes:						

LIST OF REFERENCES SCORECARD

Include 3-5 non relative references with the appropriate contact information

REFERENCES	POSSIBLE POINTS	RATING SCALE					EARNED POINTS
		1	2	3	4	5	
3 References <i>(not related to the candidate)</i>	5						
Total Points	5						
Judge's Notes:							

MY 4-H CAREER PREPARATION STORY SCORECARD

This story is to be a minimum of 4 pages in length not to exceed 6 pages and typed using 12 point font in either Times New Roman or Arial style. Address each of the topics below.

TOPICS TO BE ADDRESSED	POSSIBLE POINTS	RATING SCALE (1 LOW/5 HIGH)								EARNED POINTS
		1	2	3	4	5	6	7	8	
Self introduction <i>(What do you want the people reading your story to know about you?)</i> Emphasize your goals and plans AFTER High School graduation, completion of trade school, or college	3									
Reviewing the job description you have obtained for the job you are applying for today discussion: - What job are you interested in and why? - What are the responsibilities for this job? - What skills do you presently have to be successful for this job? - What skills must you acquire to be successful in this job? - What plans must you make to ensure that you will be able to meet the requirement of this job? - What do you plan to do with the salary you earn at this job?	8									
Address the long-term career you plan to follow. Discuss the following: - What do you plan to study upon completing high school? - Where will you study for this career? - What courses must you take and why? - What skills do you presently have to be successful in this career? - What skills must you acquire to be successful in this career? - What work experience could you have prior to achieving your long-term career that would increase the Likelihood of being successful in this career. - Where do you see your self in 4-5 years after you begin your career?	8									
What does Personal Development mean to you? - What have you done within the past 2-3 years to enhance your personal development? - How has your personal development prepared you for life after high school? - How has your personal development prepared you for a job?	6									

Leadership Roles • <i>What leadership roles have you had as a 4-H member or as a member of other organizations?</i> • <i>How have you helped others learn more about their 4-H projects?</i> • <i>Workshops</i> • <i>Talks</i> • <i>Posters</i> • <i>Demonstrations</i> • <i>How has your leadership experiences impacted your life?</i> • <i>How has your experience with leadership enhanced your personal development?</i>	6									
What have you done to grow into the person you are today? • <i>Discuss what experiences have helped you develop character</i> • <i>Who has inspired you to become the person you are today?</i> • <i>How did that person inspire you?</i>	8									
How has 4-H influenced your life? • <i>Identify one 4-H event and tell how it has influenced your life.</i>	6									
Proper grammar/spelling/neatness.	10									
Total Points	55									
Judge's Notes:										

4-H CAREER PREPARATION INTERVIEW SCORECARD

NAME _____ DATE _____

CATEGORY	RATING SCALE (1 LOW / 5 HIGH)				
Appearance and Courtesy					
Appropriately dressed	1	2	3	4	5
Maintained good posture	1	2	3	4	5
Acted in a polite manner	1	2	3	4	5
Greetings and Introduction					
Acknowledged interviewers before the interview began.	1	2	3	4	5
Used Interviewers names	1	2	3	4	5
Displayed confidence in introduction and overall interview setting	1	2	3	4	5
Speech					
Spoke clearly	1	2	3	4	5
Spoke at a reasonable volume	1	2	3	4	5
Avoided use of phrases such as “um”, “like”, and “you know”	1	2	3	4	5
Attitude and Personality					
Stayed calm	1	2	3	4	5
Did not fidget or create any distractions while speaking	1	2	3	4	5
Ability to Convey Thoughts and Ideas					
Provides eye contact to all judges.	1	2	3	4	5
Listened closely to the questions and provided thoughtful, applicable answers. Asks to have questions repeated.	1	2	3	4	5
Use of body language.	1	2	3	4	5
Focused on personal strengths and how they relate to the position.	1	2	3	4	5
Knowledge and Presentation of Abilities					
Answered questions completely, yet briefly	1	2	3	4	5
Pointed out work related skills and how past experience is applicable to desired position	1	2	3	4	5
Responded to questions in a logical manner	1	2	3	4	5
Career Objective					
Degree to which the contestant had determined a long-term career.	1	2	3	4	5
Can demonstrate knowledge of the field or career.	1	2	3	4	5
Can express how this job connects with future career or desired skill set	1	2	3	4	5
Conclusion of interview					
Asked questions to the interviewers related to the position	1	2	3	4	5
Thanked the interviewers	1	2	3	4	5
Total of each column					
TOTAL OF ALL POINTS					

WRITE ANY JUDGES NOTES ON REVERSE SIDE!

PERSONAL INFORMATION PAGE**NAME***Last**First**Middle***ADDRESS***Street or Route / PO Box**City**Zip Code***AGE****DATE OF BIRTH****NUMBER OF YEARS IN 4-H****NAME OF PARENT OR GUARDIAN****NAME OF 4-H CLUB TO WHICH YOU BELONG****WHAT LONG-TERM CAREER (AFTER HIGH SCHOOL/POST SECONDARY EDUCATION) DO YOU PLAN TO FOLLOW****STATEMENT BY CLUB MEMBER**

I HAVE NEVER RECEIVED THE 4-H Award (Educational Trip) (more than twice which is offered to the state winner and alternate in Career Preparation Interview contest. I personally prepared this 4-H record and believe it to be correct.

Signature of 4-H Member_____
Date**APPROVAL OF THIS REPORT**

We have reviewed this report and believe it to be accurate and correct.

Signature of Parent or Guardian_____
Date_____
Signature of 4-H Agent_____
Date

4-H CAREER PREPARATION APPLICATION FORM**Job for which you applying and position desired:****Personal Information**

Name

Last

First

Middle

Street Address or PO Box

City

State

Zip

Phone

Email Address

Hours Available to Work:*Days of Week:***Mornings****Afternoon****Evenings****Weekends**☐ Sunday☐ Monday☐ Tuesday☐ Wednesday☐ Thursday☐ Friday☐ Saturday**Education:** *(list all school attended and highest grade completed in each)***School****School Address, City, State, Zip****Years Attended
& Highest Grade
Completed****Specialized Training or Special Courses:****Extra Curricula Activities (Church, Community, School):**

Volunteer Work Experience:

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

Paid Work Experience:

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

Job Title: _____ Dates Worked From: _____ To _____

Duties Peformed: _____

I hereby certify that the information that I have included in this application is true and correct to the best of my knowledge. I understand that intentionally omitting or misrepresenting any information required for this application will result in the rejection of my application or termination of my employment.

Signature_____
Date

