

Resume Planning Worksheet

Use this tool to brainstorm connections between the life skills you have developed and your 4-H experiences. Pull out your 4-H record books from previous years to help you remember all of the things you have done in 4-H.

Example Life Skill: Teaching

Task/Activity – What did you do?	Result – What happened?
Foods Project Demo – Mini Pizzas	40 club members learned how to make a quick and nutritious snack.

Life Skill #1 _____

Task/Activity – What did you do?	Result – What happened?
1.	
2.	
3.	
4.	
5.	

Life Skill #2 _____

Task/Activity – What did you do?	Result – What happened?
1.	
2.	
3.	
4.	
5.	

Life Skill #3 _____

Task/Activity – What did you do?	Result – What happened?
1.	
2.	
3.	
4.	
5.	

Life Skill #4 _____

Task/Activity – What did you do?	Result – What happened?
1.	
2.	
3.	
4.	
5.	

Life Skill #5 _____

Task/Activity – What did you do?	Result – What happened?
1.	
2.	
3.	
4.	
5.	

Now you can take the examples that you have brainstormed and turn them into bulleted impact statements for your resume. Use the “Power Verbs” and “Creating WOW Statements About Your Skills” handouts to help you with this next step.