

# 4-H Workforce Skills Contest

## Information Packet

### Purpose:

The Workforce Skills Contest is designed for members to practice and demonstrate the skills needed in seeking employment. Each part of this event simulates real-world experiences that members will have when seeking employment and all aspects of life.

All information must be true and accurate; no fictitious information should be used. It is understood that you may not have the qualifications, education, certifications, etc. for the position you are applying for. You will be interviewed as if you have met all the requirements for the position. Example: Senior Division jobs may require a degree, you will interview as if you do have the required degree.

### Contest Information:

1. Members must register for the contest online at: <http://go.osu.edu/workforcereg>
2. Participants must select a job from the provided job descriptions for their respective age division and bring the following items with them to the contest.
  - a. Cover Letter for the position you are applying for. The cover letter should be addressed to the individual listed on the job description you are applying for and should be relevant to the position.
  - b. Resume following the guidelines below for your age division.
  - c. All documents should be printed single sided on 8.5 x 11 paper with no less than 11 pt. font.

### Resume Guidelines

#### Junior Division (8-11 as of Jan. 1)

Create a one-page resume that includes the following sections (if applicable). Make sure to include your name, 4-H club, and years in 4-H.

- Projects Completed – List major 4-H projects you have completed and what you learned.
- 4-H Participation – List 4-H activities, field trips, tours, community service
- 4-H Awards and Leadership Positions – List any major awards you received or leadership positions such as offices and what you did in that role
- Non-4-H Activities (school, church, community)

#### Intermediate Division (12-14 as of Jan. 1)

- Create a one-page resume that includes the same sections as the Junior Division.
- May include more out of 4-H activities/sections if they are applicable to your skill development and the position you are applying for. Examples would include activities with other organizations such as Scouts, Church, etc.
- References – should include three adult, non-family members who can speak to your skills and experience. These may be on a 2<sup>nd</sup> page if needed and should include full contact information.



## Resume Guidelines Continued

### Senior Division (15+ as of Jan. 1)

- Create a one-page resume for the job you have selected.
  - Include any certifications you have received
- 4-H participation/skills should be highlighted
- References – should include three adult, non-family members who can speak to your skills and experience. These may be on a 2<sup>nd</sup> page if needed and should include full contact information.

### 3. Interview

- a) Bring with you to the contest two copies of your cover letter and resume following the guidelines listed above.
- b) Participants should be dressed appropriately for a professional interview.
- c) Participants will complete a personal interview for the job they are applying for and have the opportunity to discuss their qualifications, make impressions on the interviewer(s) and ask questions about the company or the position.

Scoring Guide	
Cover Letter	25 pts
Resume	50 pts
Interview	200 pts
Professionalism/Attire	25 pts

4. Participants will be evaluated on their cover letter, resume, and personal interview. These scores will be totaled and determine placings within each age divisions.
5. Awards: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places will be awarded in each age division. The top five will qualify for the Ohio State Fair. All judges' decisions are final.

Here are a few resources on writing a resume and cover letter:

<https://www.indeed.com/career-advice/resumes-cover-letters/resume-examples-for-teens>

<https://www.illinoisworknet.com/Youth/Pages/Prepare.aspx>

<https://www.indeed.com/career-advice/resumes-cover-letters/writing-a-resume-with-no-experience>

<b>Available Jobs</b>		
You will select ONE to apply for from your age division. Review the full position descriptions as you prepare.		
Junior	Intermediate	Senior
Pet Photographer	Coffee Bar Attendant	SNAP-Ed Program Assistant
Story Time Assistant	Landscape Laborer	Research Farm Specialist
		Assistant Chef
		Design Engineer