

Tri-Rivers Fair 4-H King & Queen Contest Cover Letter & Résumé Evaluation Rubric



4-H Member: _____ 4-H Club: _____

4-H Project: _____

See the Tri-Rivers Fair 4-H King & Queen Guidelines for specifics on this contest. This portion of the contest makes up 45% of the total score.

COVER LETTER CONTENT	Low Range	Mid-Range	High Range	Points
	0-3 Poor intro; lacking purpose & evidence; poor grammar/format	4-6 Limited intro; states purpose & evidence; correct grammar/format	7-10 Enticing intro; clear purpose; convincing; excellent grammar/format	<u> </u> 10

RÉSUMÉ CONTENT	Low Range	Mid-Range	High Range	Points
Personal Objective Statement	0-2 <ul style="list-style-type: none"> Vague goals Lacking skills Rambling & unclear 	3-4 <ul style="list-style-type: none"> Limited goals Vague skills Wordy but clear 	5-6 <ul style="list-style-type: none"> Specific & clear goal Compelling skills Short & concise 	<u> </u> 6
Leadership Experience	0-2 <ul style="list-style-type: none"> Lacking evidence Limited leadership Not age-appropriate 	3-4 <ul style="list-style-type: none"> Adequate evidence Average leadership Age appropriate 	5-6 <ul style="list-style-type: none"> Excellent evidence High-quality leadership Exceeds age appropriateness 	<u> </u> 6
Citizenship/Community Engagement	0-2 <ul style="list-style-type: none"> Lacking evidence Limited service Not age-appropriate 	3-4 <ul style="list-style-type: none"> Adequate evidence Average service Age appropriate 	5-6 <ul style="list-style-type: none"> Excellent evidence Abundant service Exceeds age appropriateness 	<u> </u> 6
Life Skills/Career Readiness	0-2 <ul style="list-style-type: none"> Lacking examples Limited scope of skill Inadequate 	3-4 <ul style="list-style-type: none"> Average examples Some variety & depth Average 	5-6 <ul style="list-style-type: none"> Abundant examples Wide variety & depth Exceptional 	<u> </u> 6
Recognition	0-1 <ul style="list-style-type: none"> Limited 	2 <ul style="list-style-type: none"> Average 	3 <ul style="list-style-type: none"> Excellent 	<u> </u> 3
Non-4-H Project Related Experiences	0-1 <ul style="list-style-type: none"> Limited 	2-3 <ul style="list-style-type: none"> Average 	4-5 <ul style="list-style-type: none"> Excellent 	<u> </u> 5
OVERALL Formatting Heading Punctuation/Grammar	0-1 <ul style="list-style-type: none"> Visually unappealing Lacking contact info Poor grammar 	2 <ul style="list-style-type: none"> Clean and neat Proper contact info Few grammar mistakes 	3 <ul style="list-style-type: none"> Appealing & attractive Proper contact info Excellent grammar 	<u> </u> 3
Resume Total				<u> </u> /35
OVERALL TOTAL				<u> </u> /45

Evaluator Initials: _____

May, 2022