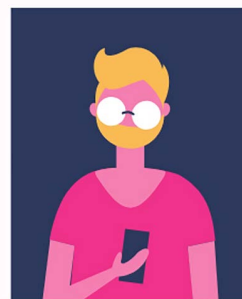
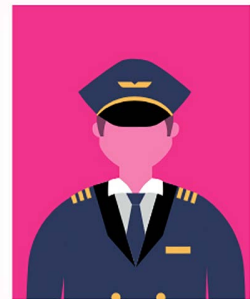
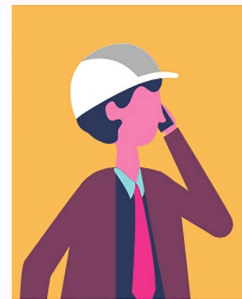
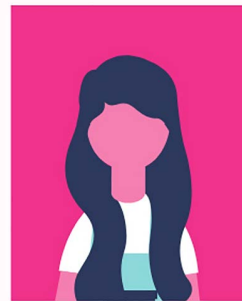
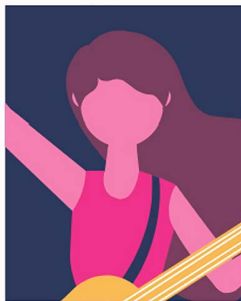
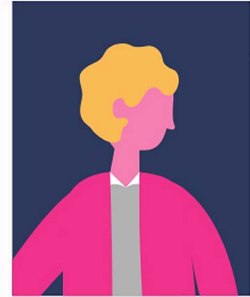


OKLAHOMA 4-H JOB READINESS HANDBOOK



FINDING THE RIGHT FIT

This activity will help you discover common jobs for teenagers. For each row, read the group of words and rank each row 1–4, with 4 being most like you.

THINGS I LIKE TO DO:

Spend time with pets
Go to livestock shows
Growing plants

Plan and cook meals
Decorate
Crafts

Learn new tech
Explore outdoors
Experiments

Photography
Art
Talking

I TRY TO BE:

Responsible, On time,
and Intuitive

Kind, Resourceful,
Creative

Knowledgeable,
Exploring, and Logical

Good communicator,
Observant, and
Expressive

THINGS THAT FRUSTRATE ME:

Those who don't know where
their food comes from

Rude People

Disregard for science

Unwillingness to listen

I WANT TO LEARN:

How to best take
care of animals

To be healthy

Create a better world
through innovation

How to best share
my thoughts with
others

4-H ACTIVITIES I ENJOY:

Livestock Judging
Dog Rally

Food Showdown
Duds to Dazzle

STEM
Shooting Sports

Speech Contest
Fair Projects

CAREERS THAT SOUND INTERESTING:

Veterinarian
Agriculture Producer

Health Inspector
Boutique Owner

Doctor
Game Ranger

Lawyer
Photographer

FINDING THE RIGHT FIT

ADD UP EACH COLUMN.

GROUP A

GROUP B

GROUP C

GROUP D

GROUP A

This job group is for those interested in animals and plants. You may enjoy caring for animals, learning about growing food, or spending time with companion animals. Entry level jobs could include: Kennel Assistant; Seasonal Agritourism Guide; Equine Barn Assistant; Greenhouse Worker; Lawn Crew; Vet Assistant; Ranch Hand; or Pet Sitter.

GROUP B

The home is an important part of your life. These jobs use skills that are important to people's day to day lives. Entry level jobs could include: Retail Sales Associate; Boutique Stylist; Day Care Assistant; Nutrition Shake Shop Server; Grocery Store Stock Clerk; Fast Food Restaurant Cook; Restaurant Dishwasher; or Bank Teller.

GROUP C

Science is fascinating! These jobs give you a chance to explore the world around us. Entry level jobs could include: Game Room Attendant; Water Sports Ride Attendant; Gold Caddy; Tutor; Carpenter's Assistant; Electrician's Assistant; Vehicle Detailer; or Florist Assistant.

GROUP D

Communicating and share with others can be lots of fun. Jobs in this group require communication skills. Entry level jobs could include: Restaurant Server; Snow Cone Stand Worker; Camp Counselor; Lifeguard ; Swimming Instructor; Grocery Bagger; Librarian Assistant; or Museum worker.

What do you think about your results?

For some of you, this may have opened your eyes to other job options available to you. However, if the results don't feel like a good fit for you, that's okay! Read through the other groups and see if you'd be more comfortable with some of the other jobs listed.

FUTURE CAREER RESOURCES

MyNextMove.Org

Resources include career clusters to explore and an interests profiler.

CareerOneStop.org

Resources include exploring career options; find training and education; job search planning; and finding local help and services.

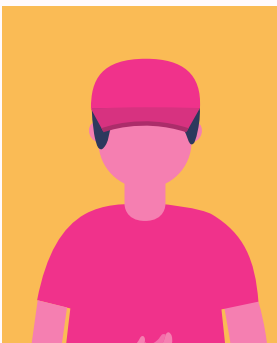
MappingYourFuture.org

Mapping Your Future offers free resources for college planning, financial aid, career advice, and financial literacy to support lifelong success.

Career Wanderings Map:

<https://www.youtube.com/watch?v=EJt7K6w0yw4>

This video walks you through creating a Career Wanderings Map. This activity helps you uncover themes and common threads that have happened throughout your life, showing natural strengths and motivations.



STARRING ME!

Use the prompts below to help brainstorm potential items to include in your resume.

List paid or volunteer jobs and your responsibilities:

Clubs and Key Leadership Roles

Skills or Positive Characteristics

Community Involvement

Honors and Awards

Use the information you've brainstormed to put into the Resume Template on the next page. Once you have a rough draft, type up the resume on your computer.

RESUME TEMPLATE

Fillable resume on page 7

NAME

Address

| phone number

| email

OBJECTIVE

Your objective should highlight what you hope to achieve at this job.

EDUCATION

HIGH SCHOOL NAME

DATES ATTENDED

PENDING GRANDUATION DATE

- GPA (if 3.0 or above)
- One or two major high school accomplishments

CONCURRENT OR CAREER TECH, IF APPLICABLE

DATES ATTENDED

PCERTIFICATION AND PENDING DATE, IF APPLICABLE

- If you have any special honors for this, list here

WORK AND VOLUNTEER EXPERIENCE

Job Title, Company Name

DATES WORKED

- List 3-5 points describing your work or position
- State with Action Verbs
-
-
-

Job or Volunteer Title, Company Name

DATES WORKED

- List 3-5 points describing position
-
-
-
-

CLUBS AND COMMUNITY INVOLVEMENT

- List activities and dates participated; Share leadership positions as well. For
- Example: Clover County 4-H (YEAR - CURRENT), Southeast District Photographer
- (YEAR-YEAR)
-

SKILLS

- List skills, talents, or characteristics that can be relevant to job. For example:
- Able to lift and carry 50 pounds; CPR Certified (DATE); Excellent Teamworker
-
-

OBJECTIVE

EDUCATION

WORK AND VOLUNTEER EXPERIENCE

CLUBS AND COMMUNITY INVOLVEMENT

SKILLS

EXAMPLE RESUME

CHRIS CLOVER

253 Ag Hall, Stillwater, OK 74078 | 580.332-4100 | chris.clover@oklahoma4H.com

OBJECTIVE

Seeking an entry-level position where I can utilize my strong work ethic, eagerness to learn, and relevant skills to contribute positively to a team environment.

EDUCATION

Clover Academy **2023-current**

Pending Graduation, May 2028

- 3.24 GPA
- Currently serving as class representative to Student Council.

Oklahoma State University **2024-current**

Concurrent Enrollment

- Completed Introduction to Psychology
- Currently enrolled in World History

WORK AND VOLUNTEER EXPERIENCE

Sales Associate, Local Department Store **August 2024-current**

- Worked the home and garden section
- Keep my area tidy and organized
- Assist customers with questions, finding products, and loading heavy objects.

Dockhand, Lake Carl Blackwell Watersports **May 2024-August 2024**

- Assist guests with renting boats, jet skis, and kayaks **May 2023-August 2023**
- Focus on safety first, by providing a safety talk with each rental.
- Facilitate signing waivers and taking over the phone reservation.
- Maintained the facility and rental equipment.

Volunteer, Hope for Clover County **January 2022- current**

- Collect and deliver donations for food and household products to the Hope for Clover County Pantry
- Organize groceries and other products donated to organization
- Load groceries into vehicles of Hope for Clover County Pantry clientele

CLUBS AND COMMUNITY INVOLVEMENT

- Member of Clover Academy 4-H and Clover County 4-H
- Member of Clover Academy FFA
- Relay for Life Volunteer

SKILLS

- Communicator
- Team Player
- Dependable

STAND OUT COVER LETTERS

Review the sample job descriptions below. Select one to use to write a practice cover letter. Underline the parts of the job description that best match your skills or experiences.

RESTAURANT SERVER

This job posting is for a position in at Clover Chicken. At our restaurant, we go above and beyond to feed our customers and to serve them with the greatest hospitality.

Basic Job Requirements:

- Fun and friendly attitude
- Values positive customer interactions
- Punctual and willing to work as a team

Responsibilities may include, but are not limited to:

- Take and serve orders
- Answer questions or make recommendations for products
- Collaborate with other restaurant servers and kitchen staff
- Deal with complaints or problems with a positive attitude
- Issue bills and accept payment

GAME ROOM ATTENDANT

Clover Clubhouse has party rooms/treehouses, arcade area with commercial kitchen, soft play area, dining area, miniature golf, go karts, Water Wars, zip line, challenge course and a seasonal ice rink. We are currently seeking a game room attendant.

Basic Job Requirements:

- Safely use cleaning products
- Be able to be engaged in constant movement for 2-3 hours at a time
- Ability to stay vigilant to safety concerns

Responsibilities may include, but are not limited to:

- Ensure a safe and clean experience for game room participants
- Greet customers and provide friendly service
- Demonstrate use of games and/or merchandise
- Keep redemption area stocked and clean
- Resolve guest complaints in a timely, professional manner with the help of management

GREENHOUSE WORKER

Greenworks Greenhouse is a local greenhouse that provides a space for customers to shop for seasonal plants and ask questions about proper plant care.

Basic Job Requirements:

- Knowledge of basic horticulture preferred but not required
- Job will require frequent standing, kneeling, bending, and the ability to lift up to 50 lbs.
- Basic money handling skills

Responsibilities may include, but are not limited to:

- Attend to customers' needs and questions
- Conduct cash register transaction
- Water, weed, deadhead, and prune plant stock
- Assist in unloading deliveries
- General cleaning and organizing of greenhouse and retail space.

COVER LETTER TEMPLATE

Draft a cover letter based on the job you selected on page 9.

Fillable cover letter on page 10.

NAME

Address

| phone number

| email

DATE

ADDRESS BLOCK OF
HIRING MANAGER

Dear Mr./Ms. Name

PARAGRAPH 1- YOUR INTRODUCTION

Focus on the company and why you are interested in working for them.

Name the position you are applying for and how you learned about the job opening.

Mention why you are interested in this position.

PARAGRAPH 2 (AND 3, IF NEEDED)- YOUR EXPERIENCE AND SKILLS RELEVANT TO POSITION

Using the skills you have that are listed in the job requirement, write a narrative that explains how you have come to acquire those skills. Try not to just repeat directly from your resume, but instead focus on 2-3 key experiences that demonstrate why you are the best candidate for the job.

FINAL PARAGRAPH- YOUR CLOSING

In your closing, let the hiring manager know that you would like the opportunity to interview for this position. Thank them for their consideration.

Sincerely,

Sign your name above

Type your name below

Sincerely,

EXAMPLE COVER LETTER

NAME

Address

| phone number

| email

January 28, 2025

Ms. Lucy Dandelion
Greenworks Greenhouse
4 Lucky Clover Way,
Our Town, OK 74078

Dear Ms. Dandelion,

I heard about the Greenhouse Worker position at Greenworks Greenhouse on your social media page. I wanted to reach out because it seems like a great fit for me. I have experience working with customers, handling money, and caring for plants in my past jobs, and I'm always ready to learn something new.

I've worked in retail before, specifically in the home and garden section, where I helped customers find what they needed, answered their questions, and loaded heavy items for them. My work in the home and garden section has taught me a better understanding of the different types of plants and what they need to grow. I also worked at Lake Carl Blackwell Watersports, assisting customers with rentals, and helping maintain the facility by mowing, using the weed eater, and maintaining the sandy beach. Both of these jobs required a lot of standing, lifting, and working with people, so I'm confident I can handle the physical work and customer interactions this job requires.

I'm dependable, quick to learn, and always work hard no matter the task. I'd love the chance to be part of your team. Thanks for taking the time to read my application, and I look forward to the opportunity to interview with you soon.

Sincerely,



Chris Clover

KNOW BEFORE YOU GO JOB APPLICATION

Use the prompts below to help brainstorm potential items to include in your resume.

Your Contact Information

Education

Include School Name, School Address,
Dates attended, and Graduation date

Job Experiences

Include addresses, supervisors, phone numbers, dates worked, and reason for leaving

Three References

Names, addresses, phone number and email.

Having this information written out will help you fill out your job application quickly and accurately.

INTERVIEW PRACTICE

**Complete the questions below, responding as if you were in an actual interview.
Practice your responses aloud and make changes if needed.**

Tell us about yourself.

What do you have to offer for this position?

What are your greatest strengths?

What are your biggest weaknesses?

What are your future goals?

What questions do you have for us?

ENHANCE WITH AI

Use the prompts below with the AI of your choice to further enhance and refine your Job Readiness documents. Remember– AI is not a replacement for your own writing.

Resumes

Prompt: Revise this part of my resume with language from the provided job description.

- Copy and paste the job description and the section of your resume you want help with.

Prompt: Create 4 options for bullet points for a resume using responsibilities from the job description.

- Copy and paste the job description into the AI.

Prompt: What are the keywords from this job description that are missing from my resume?

- Copy and paste your resume (minus your personal details) and the job description.

Prompt: Identify any parts of my resume that are vague, or need more clarification. Copy and paste your resume (minus your personal details)

Cover Letters

Prompt: Write a cover letter using experience from my resume that align with this job description.

- Copy and paste your resume (minus your personal details) and the job description.

Prompt: Suggest action verbs that will make my writing more dynamic.

- Copy and paste your cover letter and the job description to AI.

Prompt: Evaluate the strength of my cover letter based on what you know about my resume and the job description.

- Copy and paste your resume (minus your personal details), cover letter and the job description.

Prompt: Refine the cover letter to better reflect my personal writing style.

- Copy and paste your cover letter and another sample you've written (like an essay).

Job Interview

Prompt: Write 10 potential interview questions based on what you know about the job and the company.

- Copy and paste the job description, and the company's website, if applicable.

Prompt: What strengths should I highlight in my job interview based on the provided job description?

- Copy and paste your resume (minus your personal details), cover letter and the job description.

OKLAHOMA 4-H JOB READINESS HANDBOOK SOURCES

Oklahoma State University Career Services. (2025, February 3). *Job Application Materials*.
<https://careerservices.okstate.edu/students-alumni/develop-materials/>

Oklahoma 4-H (2025). Brighter Future. Unpublished curriculum available to OSU Extension 4-H educators trained in materials.

Oklahoma 4-H (2025, February 3). *Picture Perfect YOUTh Advanced Level Project Manual*. <https://4h.okstate.edu/projects/personal-development/picture-perfect-youth-advanced-level/>

University of Georgia 4-H (2025, February 3). *Finding Your Way to 4-H Project Achievement*.
https://georgia4h.org/wp-content/uploads/2018/05/4-H-Friends-CPA_2015.pdf



OSU EXTENSION
4-H YOUTH DEVELOPMENT

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions.