



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Use action words to describe their 4-H experiences.
- Describe other places action words could be used.

Time: 20 minutes

Equipment and supplies:

- Pencil/Pen
- Paper
- Action Words Handout 1

Do Ahead:

- Review lesson
- Make copies of Action Words Handout 1

Action Words for Resumes

BACKGROUND

The 4-H projects and programs youth participate in teach them skills that can be helpful in many aspects of their lives whether at home, school, or in the workplace. Sometimes figuring out what skills they have gained and how to translate these into action words that can be used for a job application can be difficult. By using this activity, you can help youth learn how to turn the skills they have learned into resume ready material.

WHAT TO DO

Activity:

- Ask each member to write down on a piece of paper 1-2 of their most memorable or rewarding 4-H experiences.
- Ask the members to list 3-4 key details or responsibilities for each of the experiences (short phrases or sentences).
- Share the “Action Words Handout 1” and have the members revisit the lists they created and make sure they include at least 6 of the action words on the list.
- Share a few examples as time allows.
- Complete the “Talking It Over” questions.



Sources:

- CampWorks Toolkit, 2011. *Ready, Set, Action Words* workforce readiness activity 4. Retrieved from: http://youthsuccess.osu.edu/?page_id=1300

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TALK IT OVER**Reflect:**

- How challenging was it to include action words in your descriptions of your experiences?
- Why is it important to use action words to describe your experiences?

Apply:

- Where else could you use these action words?

Action Words Handout

Using a variety of action words can help you accurately describe your skills, accomplishments, and experiences. Action words communicate your skills more clearly. They increase the strength of your writing and can assist you in making others take notice of your abilities and achievements. When writing a resume for a job, action words can make you stand out to employers because they may be searching for key words that relate to the duties of the position. They also keep your resume from seeming repetitive and dull. Below are some examples of action words you could use to describe your skills and experiences:

- achieved
- acquired
- acted
- advised
- aided
- analyzed
- arranged
- assembled
- assessed
- attained
- awarded
- balanced
- budgeted
- built
- cared
- carried out
- chaired
- coached
- collaborated
- collected
- communicated
- completed
- computed
- conducted
- constructed
- contributed
- coordinated
- counseled
- created
- delegated
- demonstrated
- designated
- designed
- developed
- directed
- distributed
- enforced
- established
- evaluated
- examined
- executed
- explained
- facilitated
- followed
- formed
- formulated
- founded
- functioned
- gained
- gathered
- generated
- governed
- guided
- handled
- headed
- helped
- identified
- illustrated
- implemented
- improved
- increased
- influenced
- initiated
- instructed
- introduced
- invested
- involved
- joined
- judged
- launched
- led
- learned
- made
- maintained
- managed
- marketed
- maximized
- mentored
- minimized
- modeled
- monitored
- motivated
- negotiated
- obtained
- operated
- organized
- participated
- performed
- planned
- practiced
- prepared
- presented
- presided
- produced
- programmed
- promoted
- proposed
- provided
- publicized
- published
- raised
- reasoned
- received
- recommended
- recorded
- recruited
- regulated
- reorganized
- reported
- represented
- researched
- resolved
- restructured
- resulted
- reviewed
- scheduled
- secured
- selected
- served
- set goals
- shaped
- solved
- specialized
- staffed
- steered
- stimulated
- strategized
- strengthened
- structured
- succeeded
- suggested
- summarized
- supervised
- supervised
- supported
- surveyed
- sustained
- targeted
- taught
- trained
- transferred
- transformed
- undertook
- used
- utilized
- verified
- visualized
- worked

*Adapted from:
CampWorks Toolkit,
2011*