



4-H Resume Packet 2018

Guide to Creating a Resume and Cover Letter for
4-H Awards & Trips for Members in 8th Grade and up
2018 – 2019 School Year

DEADLINE: September 14th to the UW-Extension Office

If you have questions regarding what is expected or how to complete the application, please call the UW-Extension Office at 757-5696.

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Final Submission

The following should be submitted by **September 14th** to the UW-Extension Office in the Courthouse.

- Cover Letter – Original and 3 Copies (Total of 4 Copies)
- Resume – Original and 3 Copies (Total of 4 Copies)
- Letter of Recommendation from any adult except a relative – Original and 3 Copies (Total of 4 Copies)

NOTE: Letter of Recommendation submitted directly to UW-Extension Office by that person

The UW-Extension Office is NOT responsible for making copies for you.

Interviews will be held Saturday, September 22rd, 2017 with an alternate date of Tuesday evening, September 25th, 2017. Please refer to page 2 for instructions on including your choice of interview date and time in your cover letter.

The Tuesday evening alternate interview date is ONLY for those who absolutely cannot make the Saturday interview date. You MUST provide the reason for your need to interview on Tuesday evening in the last paragraph of your cover letter.

Interview Locations

Saturday Sept. 22rd, 2017 at First Presbyterian Church, 17 N. Jackson St., Janesville, WI

Tuesday Sept. 25th, 2017 at UWEX Rock County Office, 51 S. Main St., Janesville, WI



4-H Resume Packet

Overview of 4-H Trips and Awards

4-H Space Camp (6th – 8th Grade)

Members from across Wisconsin spend a weekend in April at the U.S. Space and Rocket Center in Huntsville, Alabama. They will learn about the U.S. Space Program, ride simulators and work as a team to complete a simulated space mission. 6th and 7th grade members complete the Junior Award Form.

Total Cost: Approx. \$525 / member. Members Out-of-Pocket Cost: Approx. \$350

Wisconsin 4-H Youth Conference (8th – 10th Grade)

This event for youth throughout the state is held on the University of Wisconsin campus in Madison during the month of June. Members have the opportunity to participate in educational and social activities, gain new ideas, and meet new friends.

Total Cost: Approx. \$1,200 / member. Members Out-of-Pocket Cost: Approx. \$150

Citizenship Washington Focus (CWF) (10th – 12th Grade)

“CWF” is a week long summer experience at the National 4-H Center near Washington D.C. Activities include tours, legislator visits, and experiencing the government process with 4-H members from across the U.S.

Total Cost: Approx. \$1,200 / member, a portion of which is paid for by the Wisconsin 4-H Foundation

National 4-H Congress (10th – 12th Grade)

Delegates from all over the country meet for 5 days in November in Atlanta, Georgia to participate in seminars, tours, and a service project while exchanging ideas with each other and learning about 4-H in other states.

Total Cost: Approx. \$1,000 / member. Members Out-of-Pocket Cost: Approx. \$667

State Selection, National 4-H Conference (10th – 12th Grade)

Rock County youth are selected to compete to be a part of Wisconsin’s delegation to National 4-H Conference in Washington D.C. in April.

Total Cost: Approx. \$1,000 / member. Members Out-of-Pocket Cost: Approx. \$667

Challenge Award (7th – 8th Grade)

Stuart and Marion Paul and their children provide engraved pens for members who are selected for their achievements and service to others.

Achievement Award (9th – 10th Grade)

Members who have demonstrated outstanding leadership and achievement in both club and county 4-H programs may receive the Rock County 4-H Achievement Award plaque.

Leadership Award (10th – 11th Grade)

BMO Harris sponsors a cash award and the Rock County 4-H Leaders Council supplies a pin to members who are selected for their outstanding leadership qualities.

Wisconsin Key Award (11th – 12th Grade)

Farm Bureau sponsors a certificate and a pin for members recognized for their personal development, leadership skills, and active participation.

Rotary Award (12th Grade and Up)

The top scoring members in 12th grade and up receive a solid walnut clover plaque sponsored by the Janesville Rotary Club.

Scholarships (12th Grade and Up)

Members may be awarded college scholarships. These include Junior Council and available memorial scholarships submitted for the year.



4-H Resume Packet

Cover Letter Outline

When writing a cover letter, use a font no smaller than 11pt.

DATE

Rock County 4-H Awards Committee
51 S. Main Street
Janesville, WI 53548

Dear 4-H Awards Committee,

Paragraph 1: What you are sending and why you are sending it. Include a listing of the trip and/or scholarships for which you want to be considered. *If you are listing more than one trip, please indicate what your first choice is.*
NOTE: You will only be considered for trips and/or scholarships listed in your Cover Letter. However, you will be considered for any of the other awards for which you are eligible.

Paragraphs 2 & 3: These paragraphs are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Rock County 4-H. Ask yourself what distinguishes you from other applicants. *Give examples to help explain your statements.*

Final Paragraph: Close the letter. Be sure to include a sentence stating on which date and at which time you would be available for an interview. Thank the committee for considering your application / resume.

Sincerely,

(Type your name here and sign your name above it)

.....

IMPORTANT:

Please compose the cover letter in your own words, not in the exact words from the sample on the next page!

The interview date is Saturday, September 22rd, a.m. or p.m., with and alternate date of Tuesday, September 25th starting at 6:30 p.m.

ONLY those who absolutely cannot make the Saturday date may interview Tuesday evening. If this applies to you, you MUST provide a reason in the Final Paragraph of your Cover Letter.



4-H Resume Packet

Sample Cover Letter

September 1, 2018

Rock County 4-H Awards Committee.
51 S. Main Street
Janesville, WI 53545

Dear Leaders:

It is my pleasure to submit my resume and letter of support in consideration for the Citizenship Washington Focus Trip, a Junior Council Scholarship and any other awards for which I am eligible.

I believe my 4-H experience has prepared me well for representing the Rock County 4-H program. My 4-H experiences have given me a strong sense of personal and intellectual accomplishments. My best accomplishment to date has been receiving a merit award on my dress at the State Fair. Personally, I have learned the value of working with other people to accomplish a task by helping chair my club's activity committee. I need to be prepared for meetings and work with the other five members of the committee. Being a good role model has been emphasized in my 4-H club and I demonstrate this in what I say and do.

Intellectually, I have devoted a great deal of time to learning about my project areas especially in the clothing project as I have been in that project for five years. I have participated in many countywide activities related to my project work such as the Clothing Revue. As a youth leader, I have helped younger members learn how to do the things I learned from older 4-Hers and adult leaders.

Thank you for considering my application. I feel that my qualifications listed above and on my enclosed resume and portfolio make me a good representative of Rock County 4-H. I would be available for a personal interview in the morning on Saturday, September 22. I look forward to hearing from you.

Sincerely,

Chris Clover



4-H Resume Packet

Resume Outline

NAME

Address Line 1

Address Line 2

Phone Number

Email (if applicable)

EDUCATION

School name, grade in school

4-H Club name, number of years in 4-H

4-H PROJECT SUMMARY

List all projects in which you are or have been enrolled

Include the number of years you have been a member of that project

Indicate which projects you are currently enrolled

4-H ACTIVITY INVOLVEMENT

Summarize all 4-H Activities in which you have participated

Include the number of years you have participated

SKILL DEVELOPMENT

Explain what you have learned as a result of participation in 4-H projects, and activities and the skills you have developed

PERSONAL DEVELOPMENT

Explain what you have personally gained as a result of participation in 4-H projects and activities in terms of your personal attributes

LEADERSHIP DEVELOPMENT

Explain what you have learned personally and how you have gained additional responsibility

OTHER ACTIVITIES

In this section, include school activities, work experience, special activities, etc.

Include the number of years you participated



4-H Resume Packet

Sample Resume

Chris Clover
 4H Hwy. CC
 Janesville, WI
 (608) 757-4444
 chris.clover@gmail.com

EDUCATION

Fields High School, 10th grade
 Lucky Clovers 4-H, 8 years

4-H PROJECT SUMMARY

Clothing, Visual Arts, Dairy, Photography, Sheep, 5 years – current projects
 Foods and Nutrition, 3 years
 Poultry, 2 years
 Mechanical Science, 1 year

4-H ACTIVITY INVOLVEMENT

Delegate to CWF, 2016	Delegate to State 4-H Conference, 2014
International Exchange Host, 2015	Dairy Workshop, 3 years
Offices Held: Pres., V. Pres.	Cloverbud Camp Teacher
Dairy Judging, 5 years	Ambassador, 3 years
Club Calendar Committee, 5 years	Card Party Committee, 3 years
4-H Jr Council Board, 2 years	County Fair Exhibitor, 5 years
Club Fundraisers, 5 years	Club Community Service, 3 years
Junior Council Member, 3 years	Club Fundraiser Chairperson, 1 year

SKILL DEVELOPMENT

- *Proficient knowledge of dairy nutrition, fitting, showing, training, and judging
- *Proficient knowledge of sheep nutrition, fitting, showing and training
- *Experienced show person taking top awards in animal projects the past 5 years
- *Able to document projects in record book
- *Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced
- *Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design
- *Proficient in composing photographs using the four rules of composition

PERSONAL DEVELOPMENT

- *Excellent role model, mentor and team player.
- *Effectively work with younger members, peers and adults in varied situations
- *Organize special events and meetings while paying close attention to detail
- *Delegate tasks effectively and appropriately as part of leadership role in club
- *Sportsmanship exhibited in and out of competitive situations
- *Understands and use parliamentary procedure
- *Teach younger members and peers effectively
- *Well-developed interpersonal and public speaking skills

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 4H Hwy. CC
 Janesville, WI
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 chris.clover@gmail.com

**LEADERSHIP
 DEVELOPMENT**

- *Effectively chaired the card party committee for 2 years
- *Assist dairy project leader with meetings
- *Chair of club calling tree committee
- *Member of County Foods Committee, assisting with Foods Revue
- *Teach younger members in Foods, Clothing, and Dairy
- *Current Vice President of club
- *Current Secretary of Rock County Jr. Council, past treasurer

**OTHER
 ACTIVITIES**

- CCD, 5 years
- June Dairy Month Recipe Contest Entrant, 7 years
- Holstein Association Member, 7 years
- Honor Roll, 4 years
- Volleyball team, 4 years
- Women's Choir, 3 years
- Basketball team, 2 years



4-H Resume Packet

Tips for Doing your Cover Letter and Resume

Use a Computer

You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, a friend, or the library. The resume and cover letter should not be handwritten.

Plan Ahead

Go through each part of the resume and cover letter before typing. Use your old record books to help you. Put your thoughts together. Translate your skills into action oriented, concise descriptions.

A list of action verbs can be found at <https://mass4h.org/programs/list-action-verbs>
As much as possible, think if your 4-H experience as a job. What do you do? What skills have you developed as a result of your participation in 4-H? How can you break it down into Life Skills, Leadership Skills, Career Skills, and Community Service? How have you personally changed as a result of your 4-H experience?

Order is Important

Arrange information chronologically within the following sections: 4-H Project Summary, 4-H Activity Involvement, and Other Activities. See Sample Resume for example.

Layout and Design

Your resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose an appropriate font and font size, no smaller than 11pt. Use the same font throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom, and both sides of your page. White space is a good thing. Each description should begin with an action word and be short, concise, and to the point. The resume should be no more than one, two, or three pages long.

Proofread It

Your documents should be free of spelling errors. Use spell check if you have it and follow that up by having at least two people proofread your resume and cover letter.

Ask for Help if You Need it.

If you haven't ever gone through this process, you may have questions. Don't hesitate to ask!



4-H Resume Packet

Resume and Interview Scoring Information

The following point system will be used by the 4-H Awards Committee to score your cover letter, resume, and interview. Members will be selected for trips and awards based on the total score and the member's grade.

Cover Letter		15 Pts
Resume	Section 1: Name, Address Phone Number, and Email	
	Section 2: Education	
	Section 3: 4-H Project Summary	15 pts
	Section 5: Skill Development	15 pts
	Section 6: Personal Development	15 pts
	Section 7: Leadership Development	20 pts
	Section 8: Other Activities	5 pts
One Adult Recommendation		<u>15 pts</u>
<u>Total Possible Points for Cover Letter, Resume, and Recommendation:</u>		100 pts
Interview	Personal Appearance: Well Groomed, Appropriate Attire Manner & Maturity: At Ease and Alert	10 pts
	Self-Expression: Communicates Effectively, Eye Contact Evidence of Original Thought	50 pts
	4-H Leadership: Evidence of Leadership Roles, Experiences, and Skill	<u>40 pts</u>
<u>Total Possible Points for Interview:</u>		100 pts
<u>Total Possible Score for Cover Letter, Resume, Recommendation, and Interview</u>		200 pts



4-H Resume Packet

Adult Recommendation

The following applicant, _____ is applying to represent the Rock County 4-H Program on an award trip and/or to be selected as a 4-H Award recipient. You have been identified as a person who could speak to their qualifications for these trips and awards.

Please complete the following recommendation and return it as directed.

Below or on a separate sheet, please discuss why the applicant is deserving of the trip and/or honors. Feel free to describe the applicant's leadership skills (ex. Communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, etc.). Also included any additional information that would be helpful to the selection committee.

Name (print): _____

Signature: _____

Title: _____

**Recommendations plus 3 copies should be sent directly to the UW-Extensions Office by
SEPTEMBER 14th**

**Rock County UW-Extension
4-H Award Recommendation
51 S. Main Street
Janesville, WI 53548**