



Guide: 4-H Resume & Debrief

Contact Information:

Top your resume with your name, address, phone number, and e-mail (if you have it). Make it bold. Please include a reliable phone number that you answer and an email address that is accurate.

Education:

School and graduation date.

Formatting Experiences:

Heading line (include title and dates) followed by bulleted list—see example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an active verb such as : maintained, coordinated, organized, participated, etc.

Project Experience

Here is where you list the 4-H projects you have participated in and how many years in each. Please also list 1 - 3 life skills from the life skill wheel that you improved in.

Awards

This section is intended to highlight your major awards in the 4-H program and not each individual ribbon placing you received with your projects. Things that should go in here would include club, county, state and national awards.

Headings

The expected headings would be: **education, work/job experience, awards, leadership, community service, and participation.** Be sure to keep your 4-H headings at the top of the resume and your Other Experiences headings at the end of your resume as on this template.

Use Sub Headings

Use headings Club, County, State, National for each heading (4-H Awards, 4-H Leadership, 4-H Community Service, 4-H Participation if you have items to put in them. If you don't have things to put in a sub-heading, leave it out.

SHAWNA SHAWANO
1 Clover Way • Tigerton, WI 54486
555-123-4567 • shawna2020@wisc.edu

EDUCATION

Cloverbud High School, class of 2020

WORK/JOB EXPERIENCE

Zippidooda Farms • June 2018–present

- Maintained calf health.

Shawano County 4-H • 2010–present

- Participated in Lucky Clovers 4-H Club.

PROJECT EXPERIENCE

Archery • 2010–2020

- Goal Setting.

Market Sheep • 2013–2020

- Keeping Records.

Dog • 2017–2020

- Communication.

Youth Leadership • 2018–2020

- Self-Discipline.

4-H AWARDS

Club awards

- Outstanding Recreation Leader Award • 2016–17

County awards

- Outstanding 4-H Sheep Record Book Award • 2018

National Awards

- National 4-H Conference Delegate • 2019

4-H LEADERSHIP

Club Leadership

- Recreation Committee • 2020

County Leadership

- County 4-H Camp Counselor • 2016 - 2019
- Wisconsin 4-H County Community Service Project Leader • 2016

State Leadership

- Wisconsin 4-H State Leadership Team • 2017–2018

National Leadership

- National 4-H Congress Youth Leadership team • 2019

4-H COMMUNITY SERVICE

Club Community Service

- Valentines for Seniors • 2018–20
- Rodeo Arena Clean up • 2020

County Community Service

- Treats for Troops • 2014–18



Keep reading for more information!



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Other Experiences

In this section of your resume, list the awards, leadership, community service and participation in other activities you have that are NOT 4-H related (see examples)

References

- Ask permission before you list someone as a reference. Don't use your parents/guardians. Be sure to include their address and phone number and their email only if they check it .

General Formatting

Please use headings. Also, use a traditional font (Times New Roman, Arial, not cursive) at about a 12 point size.

Other things to remember: Proofreading is important. Check for punctuation and spelling. Show your resume to a friend. Use action verbs in the descriptive parts of your resume.

Do your best to stick to three pages or less (one sided). List meaningful experiences that have impacted you as a 4-H member. Resumes are meant to grow with you through your experiences. A first year 4-H member will likely write a shorter resume than a graduating member. As you begin to put yours together today, the process to update the document for future needs like scholarship or job applications becomes easier.

4-H PARTICIPATION

Club Participation

- Wacky Wazoo Club Youth Jackpot Show Committee • 2015–2020

County Participation

- 4-H Camper • 2012–15
- County Livestock Clinics • 2013–2020

State Participation

- Showcase Showdown Livestock Skillathon • 2017–2020
- Wisconsin State Shoot • 2016–2020

OTHER EXPERIENCES

Awards

- A Honor Roll • 2017–2020
- All Conference Football • 2020

Leadership

- Junior Class President, Cloverbud High School • 2019

Community Service

- National Honor Society Trash Pick Up • 2020

Participation

- Cloverbud High School Football • 2016 - 2020
- Wisconsin FFA State Band • 2019

REFERENCES

• Mrs. Johnson
Lucky Clovers 4-H Leader
PO Box 000
City, Wisconsin 55555
mrscllover@email.com
307-111-2222

• Mr. Football Coach
Cloverbud High School Football Coach
PO Box 111
Cloverbud High School
City, Wisconsin 55555
mrcoach@coach.com
307-333-4444



What happens next?

Upon receiving your resume, Positive Youth Development Educator Megan Suehring will contact you to set up a short (ten to fifteen minute) debrief of your experience in Shawano County 4-H in 2020. This may be conducted via Zoom, over the phone, or in person (pending safety approvals.) She will be asking questions about the experiences you listed on your resume, as well as new or different ideas for the program. You are also encouraged to ask questions during your time together.

We're looking forward to hearing about your year!

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.