

Richland County 4-H

Resume & Cover Letter

A Complete Guide



Each year, Richland County 4-H offers a variety of trips and awards. To be considered for trips or awards, 4-H members in 9-12th grade MUST submit the following: Cover Letter, 4-H Resume, Two Letters of Recommendation (1-Recommendation from a 4-H leader, 1-Non4-H Recommendation) and a completed Record Book (you can use last year's).

Interviews for trip and award selection will be held mid-October.

What's In This Guide?

- ✓ Helpful Hints to Creating Your Resume & Cover Letter
- ✓ Cover Letter Outline
- ✓ Resume Outline
- ✓ Samples: Cover Letter & Resume
- ✓ Adult Recommendation Form
- ✓ Helpful Hints to Better Prepare Yourself for Your Interview

If you would like any suggestions, help or editing while working on your resume, please call or email Karleen, 608-647-6148 or karleen.craddock@ces.uwex.edu

Helpful Hints to Creating Your Resume & Cover Letter

These tips are useful when writing ANY type of resume and/or cover letter

Resumes and Cover Letters MUST be typed...

Every resume and cover letter you create, whether for 4-H, for a job, or even for volunteering, should always be typed. No resume or cover letter should ever be hand written. If you do not have a computer at home, work with your school, a friend, or the library. If you are really in a bind, we would be happy to assist you at the Extension Office! No handwritten resumes or cover letters will be accepted.

Think of your 4-H experience as a job...

This is where old Record Books become very handy! What have you done? How have you grown? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?

Newest to oldest...

Organize all your activities and projects in chronological order from most recent to oldest. Dates are important!

Edit, edit, edit...

Every document of yours should have ZERO spelling errors. Use spell check and have two people proofread your resume and cover letter (when we look at our own creations over and over again, we often overlook minor mistakes).

Format...

Your resume needs to be organized and easy to read and understand. Choose an appropriate font and font size. Use the same font throughout your documents. Both your Resume and Cover Letter should look balanced on the page (using just as much of the right side of the page as the left side of the page). Any description should begin with an action word, should be short and concise and to the point. Your resume should be no more than one or two pages long.

**When applying for a professional job, the general rule of thumb is to have a one page resume unless you have 10 or more years of experience.*

*The Resume and Interview process can seem overwhelming, but it is great practice of a skill that we guarantee you'll use in the future! Please don't hesitate to ask for help.
Your 4-H Youth Development Agent is more than willing to help!!*

COVER LETTER OUTLINE

Date (that you are mailing it in)

Richland County 4-H Leaders Association, Inc.
1000 Highway 14 West
Richland Center, WI 53581

Dear 4-H Leaders Association/To whom it may concern,

Paragraph 1: What are you sending and why are you sending it? List or check off the opportunities for which you want to be considered.

Paragraphs 2 & 3 Describe here what makes you deserving of this trip, award or job. Explain in no more than two paragraphs why you are uniquely qualified to represent Richland County 4-H. Ask yourself what distinguishes you from other applicants. Be sure to give examples to help explain your statements.

Closing paragraph Thank your audience for considering your application/resume. Restate, in one final sentence (make this something they will remember), why you are the best fit for what you are applying for. **For a professional job, express that you will be contacting them within two weeks to follow-up but also provide your contact information.*

Sincerely,

(Your actual signature HERE)

Your name typed HERE

RESUME OUTLINE

(Can be 1-2 pages)

Full Name

Address Line 1
City State Zip

Phone Number
Email

EDUCATION

- School name, grade, projected graduation date.
- 4-H club name, years in 4-H.

4-H PROJECT SUMMARY

List all projects in which you are or have been enrolled, the number of years you have been or were a member of that project, and which projects you are currently enrolled in.

4-H ACTIVITY INVOLVEMENT

Summarize all 4-H activities in which you have participated and the number of years you participated.

SKILL DEVELOPMENT

Explain what you have learned as a result of participation in 4-H projects and activities. Use action words to describe the skills you have developed.

PERSONAL DEVELOPMENT

Explain what you have personally gained as a result of participation in 4-H projects and activities within your personal attributes. Use action words.

LEADERSHIP DEVELOPMENT

Describe your leadership experience, what you have learned personally, and how you have gained additional responsibility. Use action words.

OTHER ACTIVITIES

In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

SAMPLE COVER LETTER

October 1, 20XX

Richland County 4-H Leaders Association, Inc.
1000 Highway 14 West
Richland Center, WI 53581

To whom it may concern,

It is my pleasure to submit my resume and letters of support in consideration for:

4-H AWARDS

_____ Leader's Plaque
_____ 4-H Key Award

4-H TRIPS

_____ Citizenship Washington Focus
_____ National 4-H Conference
_____ National 4-H Congress
_____ Other _____

I believe my 4-H experience has prepared me well for representing the Richland 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-H'ers 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 Richland County 4-H. I look forward to hearing from you.

Sincerely,

Christina Clover

Christina Clover

SAMPLE RESUME

Christina Clover

4-H Hwy. CC
Richland Center, WI 53581

(608) 647-4444
c.clover@4H.rocks

EDUCATION

Ithaca High School, Junior, Class of 2024
Lucky Clovers 4-H, 8 years

4-H PROJECT SUMMARY

Clothing, Crafts, Dairy, Foods & Nutrition, Sheep, 7 years – current projects
Ceramics, 6 years
Poultry, 4 years
Beef, 2 years

4-H ACTIVITY INVOLVEMENT

Delegate to CWF, 2016	Delegate to State 4-H Conference, 2015
International Exchange Host, 2014	Dairy Workshop, 5 years
Offices Held: Pres., V. Pres.	Visual Arts Day Teacher
Dairy Judging, 8 years	Booster Button Sales, 8 years
Club Calendar Committee, 7 years	Card Party Committee, 3 years
4-H Leaders Board, 2 years	County Fair Exhibitor, 6 years
Club Fundraisers, 5 years	Foods Key Committee, 3 years
Junior Leaders 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
Intermediate knowledge of beef nutrition, grooming and leading
Experienced show person taking top awards in animal projects the past 7 years
Able to document animal 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

PERSONAL DEVELOPMENT

Excellent role model 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

LEADERSHIP DEVELOPMENT

Effectively chaired the card party committee for 2 years
Assist dairy project leader with meetings
Chair of club calling committee
Member of County Foods Key Committee, assisting with Foods Revue
Teach younger members in Foods, Clothing, and Dairy
Current Vice President of club
Current Secretary of Richland County Junior Leaders Group, past treasurer

OTHER ACTIVITIES

CCD, 10 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
Richland County Environmental Essay Contest, placed third, 1995

LETTER OF RECOMMENDATION

The following applicant _____ is applying to represent the Richland County 4-H program on an out-of-county 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:

- 1) 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 (i.e. communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, etc.) as well as any additional information that would be helpful to the selection committee.

Name (print): _____

Signature: _____

Title: _____

Recommendation should be sent directly to:

Richland County Extension Office
4-H Trip and Award Recommendation
1000 Highway 14 West
Richland Center, WI 53581

Helpful Hints to Better Prepare Yourself for Your Interview

**Indicates: Although not necessary for a 4-H interview, should be done for any other professional interview.*

Before the Interview

- ✓ Be prepared to answer the following questions: (1) Tell me about yourself – always answer this question starting with a little about your past, a little about what you’re currently doing and a little about what you want to do, (2) What is your greatest strength, (3) What is your greatest weakness.
- ✓ Even if it’s an informal interview, ALWAYS come dressed to impress.
- ✓ Brainstorm examples/stories of your past experience ahead of time. Write them down on a piece of paper and then read them before the interview so they are fresh in your mind.
- ✓ Anticipate the questions you’ll be asked and be prepared how to best answer them.
- ✓ When an interviewer asks you to give them an example about a time when.... Always answer in this format – S.T.A.R. (first explain the Situation, then define the Task, describe your Action, and what the Result was). Stories about when something went wrong and you learned something from the experience are always helpful in an interview!
- ✓ Practice interviewing. Have somebody ask you some of the questions above and practice your responses.
- ✓ Arrive 15 minutes early.
- ✓ **Visit your interview location ahead of time so you don’t get lost the day of your interview and show up late.*
- ✓ **Research the company and the executive team of the company BEFORE the interview. “80% of the work is done before you ever set foot in the interview room.”*
- ✓ **Bring extra copies of your resume, a list of references and one 3 X 5” index card with at least five questions for the interviewer(s).*
- ✓ ** Bring one 3 X 5” index card with short, quick notes on it to help refresh your mind when you get stumped. Only pull this out in an emergency situation (i.e. when you are completely drawing a blank).*

During the Interview

- ✓ Greet everyone you meet politely, pleasantly and enthusiastically. Shake hands firmly and make eye contact.
- ✓ Sit up straight and keep your elbows off the table.
- ✓ Be aware of how many times you say “um,” “like,” “so,” etc. Brief, silent pauses are OKAY! It shows you are thinking about your response and how you want to answer.
- ✓ Always say things in a positive way. Never say anything bad about past teammates, bosses, teachers, leaders, etc.
- ✓ Interviewing is a two-way process. Don’t be afraid to ask questions.

After the Interview

- ✓ After the interview shake everyone’s hands, make eye contact, and thank them.
- ✓ **Follow-up your interview with a thank you note reiterating your interest in the job. Restate why you want the position, what your qualifications are, and how you might make significant contributions. Use this as an opportunity to discuss anything you may have forgotten to mention in the interview.*