

The slide features a green background with a pattern of small, semi-transparent circles. A large, semi-transparent circle is centered behind the text. The text is in a bold, black, sans-serif font. The background also includes some abstract, glowing light patterns in the upper right and lower right corners.

Buffalo County ME Workshop

Guidelines, Tips, & Questions Answered

Why complete a 4-H Resume?

- Gain practice in writing cover letters and resumes, and interviewing
- Reflect on and record 4-H experiences, learning, and accomplishments
- Evaluate your 4-H career to date and set goals for future activities, community service events, and projects
- Earn 4-H travel experiences and 4-H leadership awards

What is the 4-H Resume's purpose?

Just like job resumes and scholarship applications, the purpose of a 4-H Resume is to share information about yourself!

- Sometimes it can be difficult to write and/or talk about yourself. Many of us have even been instructed not to promote ourselves; however, this is exactly what you need to do.
- List your activities and accomplishments and write about them in a good light. Do not short yourself. Yet, be honest! Do not write about something you have not done or accomplished.

Before Beginning

- Write down all the different due dates. Create a timeline and plan for writing your 4-H Resume. Then, stick to it!
- Take notes on and reflections about your 4-H experiences throughout the year. Keep all your thoughts organized together so they are easy to locate.
- Complete your 4-H Record Book with care. *(This will help you in putting together your resume!)*
- Read the “Tips for Creating Your Cover Letter & Resume”

Getting Started

- Create a list of all your 4-H and non-4-H activities, awards, and accomplishments.
- Jot down what you remember about each experience. *Start with the basics: Who, What, Where, When, How, What happened, How it went, How you felt, etc.*
- You will use this information in writing your cover letter and resume. *If you do cannot write about the basics of the experience, then do NOT plan to use it in your 4-H Cover Letter & Resume!*

4-H Cover Letter & Resume

Overall

- Be concise; yet, provide specific and important details. Assume your reader knows nothing about you or your 4-H experiences.
- You are encouraged to use “I” in your writing.
- Write your cover letter and information in your resume in paragraph form with complete sentences. Be sure to write **cohesive** paragraphs.
- Do not copy and paste portions of your resume. Each description should be unique and able to stand alone.

Cover Letter

- Follow the formatting in the sample cover letter in the Resume Guide – organization and appearance are important!
- Be sure that your cover letter refers to items in your resume, but is not repetitive.
- Select one or two ways (skills, experiences) you're **UNIQUE** to other candidates:
 - Write about these ways in-depth
 - Use specific examples to illustrate
 - Use emotion in order to “move” your reader

Cover Letter

- There is no right or wrong answer, but there is more developed and thoughtful responses than others.
- Write a topic sentence for each paragraph. Start with a general explanation of and then provide specific examples. Be sure your essay is a **cohesive** one.
- Be genuine in your response. These cover letters are often the most compelling to read.
- Take time to think about your cover letter. This should take the most significant amount of time to write.

Resume: Organization

- Use any “design” of resume you prefer, but be sure to have each of the sections included in order presented in sample Resume
- Organization and appearance in any job resume are very important – It does count!
 - Some employers get so many applications for each position that they first select which resumes to read simply by appearance!
 - This is your first impression – make it a good one!

Resume: 20 Sec Check

- Create your resume so that a reader can tell the most important skills about you in less than 20 seconds. Do this by:
 - Bolding certain words
 - Putting most important experiences, accomplishments first or last
 - Using larger or different font for certain words
 - Using action words
 - Ensuring there is enough white space

Resume: First Parts

- Put your name and contact information on the top of the page
 - Sometimes it is helpful to make your name stick out to the reader in a special way
- Objective: You are seeking an interview... other times your objective might be obtaining a job or seeking employment in a certain field
- Education: List your school, year in school and year of graduation, 4-H member years

Resume: Leadership

- Everyone has had at least one leadership experience – Trust me!
- Write about:
 - Officer positions
 - Being a camp counselor
 - Chairing a Committee
 - Working with younger youth
 - Teaching a sibling how to do something
 - Giving a demonstration
 - Helping plan a club event or activity
- If you have many leadership experiences, select the most powerful and most recent ones to write about.

Resume: Leadership

- In paragraph form under each leadership experience listing, write about one or more of the following:
 - Leadership goals you have set for yourself and the members you work with; how you have worked to accomplish those goals
 - Leadership roles you've had
 - Tell what leadership is to you
 - Explain *specifically* what you and others have learned as a result of your leadership experience

Resume: 4-H Projects

- Select and write about 4-H projects:
 - In which you are active in beyond your fair exhibits.
 - That you enjoy or are interesting to you in some way
 - That challenge you or where you have learned from your mistakes
- Do not write about every 4-H project you were ever in since Cloverbuds! Making smart decisions about what to put in your resume is just as important as writing it well

Resume: 4-H Projects

- In paragraph form under each 4-H project listing, write about one or more of the following:
 - Reflect on your ‘growth’ in the project.
 - Discuss ways that you have improved in your project, set and accomplished goals, or taken on leadership roles.
 - Explain what knowledge you have gained or what skills you have developed in your 4-H project – Be specific!
 - Be careful not to just write about what awards you’ve earned. (i.e. that you received a blue ribbon at the fair).

Resume: 4-H Activities

- A 4-H Activity is different from a 4-H Project or a community service event. Some 4-H activities include:
 - 4-H camp
 - Festival of Arts
 - Previous Award Trips
 - Club activities
 - Youth Council events
- Select 4-H activities to write about that are interesting, relevant or unique to you or others.

Resume: 4-H Activities

- In paragraph form under each 4-H activities listing, write about one or more of the following:
 - Explain the basics information of and purpose for the activity; why you participated
 - Group or personal goals you had for the activity
 - What knowledge you gained or skills you developed as a result of participating in the activity
 - Evaluate the success of your role in the activity and tell how you might do things differently next time

Resume: School & Community

- This section should NOT include any 4-H activities or events.
- What if you don't have any? Then leave that section out of your resume.
- School & Community events may include:
 - Jobs
 - Volunteer experience
 - Religious activities
 - Other youth group experiences (FFA, MCYC, Scouts, etc.)
 - Sports
 - Choir / Band
 - Other School or community opportunities that are significant to write about

Resume: School & Community

- In paragraph form under each school and community listing, write about one or more of the following:
 - Explain the basics information and purpose of the opportunity
 - Tell why you participate
 - Group or personal goals you had
 - What knowledge you gained or skills you developed as a result of participating

Resume: Service-Learning

- Service-Learning is when a youth completes a service project that is of high value to the community and also helps facilitate high levels of learning for the young person.
- Write about 4-H AND non-4-H service-learning projects.
- The best service-learning experiences to write about are ones that:
 - Are unique or incorporate a twist on a traditional service project.
 - Evoked emotion
 - Met a genuine need in the community
 - You had a leadership role in planning, implementing and evaluating

Resume: Service-Learning

- In paragraph form under each service-learning listing, write about one or more of the following:
 - Discuss how the service project benefited your community and you knew it was successful
 - Explain how *you helped select, implement, and evaluate the service event*
 - Reflect on how the project made you feel and what you learned about yourself and your community by participating in the service

Resume: Achievements

- Should be 4-H AND non-4-H achievements, including:
 - Awards / Certificates Received
 - Recognitions
 - Trips Obtained
 - Titles Earned
 - Other Achievements
- Do not list every ribbon / trophy you have received at the fair.
- If you do not have any achievements to list, leave this section out of your resume.

Resume: References

- On separate sheet of paper with your contact information on the top, provide the names and contact information of at least 3 adult references
- References should be:
 - Contacted and asked to have their name included on your resume
 - Able to speak to your qualifications and skills
 - From a variety of sources – 4-H, School, Community

Adult Recommendation

- Read the directions carefully. You are expected to:
 - Provide the person with the form 2 weeks before it is due
 - Give them a pre-addressed stamped envelope to mail their recommendation directly to the UW-Extension Office
 - You are not to collect the recommendation from them; they can share a copy of it with you only if they wish to do so

Adult Recommendation

- Ask an adult that:
 - Is willing to recommend you to the selection committee
 - Will complete the recommendation on time
 - Can write about your qualifications and skills in a positive light
 - Knows your unique strengths as a 4-H member, student, and community member
 - Will put effort into writing a well-thought out; yet, concise recommendation for you

Final Steps

- Proofread your cover letter and resume for grammar and spelling mistakes. Read it out loud to yourself. This genuinely helps a writer catch more errors.
- After you review your cover letter and resume, have someone else review it for errors and constructive criticism too.
- Be sure you have completed all the components and described your experiences as thoroughly as you can.
- Review the 4-H resume evaluation criteria and then rate yourself. Then, ask yourself if any component needs improvement and make the necessary revisions. Use the self-checklist to help you make appropriate changes to improve your cover letter and resume.

What do the evaluators expect?

- Expect to read about your total 4-H experience and the *Goal Setting, Accomplishments, Leadership, Improvement, Reflection, and Learning* you have done in your 4-H projects, activities, and service learning projects.
- Expect to see evidence that you have put time and effort into both your writing your cover letter and resume and preparing for your oral interview.
- Expect that you have read the evaluation criteria and that you have done your best to write about your total 4-H experience in a way that successfully meets that criteria.

Resume Interviews Basics

- Practice interviewing with a friend beforehand. Create a list of probable questions and take turns asking and answering each other.
- Read over your cover letter and resume. It will be weeks between writing your resume and your interview and you will want to remember what you wrote. Consider taking your own copy for reference with you to the interview.
- Familiarize yourself with the Resume Interview evaluation criteria.
- Dress to impress.

Resume Interviews Basics

- Be on time.
- Introduce yourself to the interviewer. First impressions are important.
- Be prepared to orally promote yourself. Be ready to describe to the interviewers how both you personally and Buffalo County 4-H will benefit as a result of your travel experience.
- Maintain good eye contact and be an active listener.
- Be honest and truthful in your answers and statements.

Resume Interviews Basics

- Avoid slouching, fidgeting, and using fillers like “umm...”.
- Try to explain your answers fully. You can do this by providing specific details. In most cases, try not answer a question with a simple ‘yes’ or ‘no.’
- If you do not understand a question, ask the interviewer to repeat the question or explain in different words.
- Stay calm. If you are nervous, take deep breaths and slow down.
- At the end of the interview, thank the interviewer.

Any Questions?

Good luck writing your 4-H Resume!