

Buffalo County 4-H



**Guide to Creating a Resume and Cover Letter for
4-H Awards, Travel Experiences, Scholarships and More!**

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4-H Resume Process & 4-H Travel Experience Policy

Resume Process

1. The resume and cover letter are authentic ways of summarizing the 4-H projects and activities that a 4-H member participated in over a period of years. A 4-H Resume packet can be completed by 4-H members in grade 6 and over.
2. Resume packets must be submitted by November 1. Additional opportunities may be available if necessary. Candidates will be notified if they receive travel support within the following the interview.
3. Not necessarily all members who apply for travel experience support dollars with a Resume packet will be awarded a Resume interview or funds. Resumes are subject to standards of completion. A Resume should represent a 4-H member's best work.

Award Travel Experience County Eligibility & Requirements

In order to qualify for financial support for a travel experience members must:

1. Develop and return a Resume as outlined in Resume Guide by November 1.
2. Participate in an interview.
3. Complete and submit a 4-H Record by September 4-H Record Reviews during the year of award or travel.
4. Successfully complete the requirements for any previous travel experiences (as listed on Travel experience Requirement Report Form) by October 1.

Travel Experiences Eligible:

The Buffalo County 4-H Leaders Association will offer a portion of a 4-H member's fee and/or expenses for one travel experience per year.

- **FIVE** (locations vary) – half of the program cost (~\$150)
- **Space Camp** (Huntsville, AL) – half of the program cost (~\$325)
- **Wisconsin 4-H & Youth Conference** (UW-Madison) – Half of registration fees (~\$150)
- **Citizen Washington Focus** (Washington, D.C.) – half of the program cost (~\$700)
- **Leadership Washington Focus** (Washington, D.C.) – half of the program cost (~\$600)
- **Out-of-State Service-Learning** (locations vary) – half of the program cost (~\$650)
- **American Spirit East** (locations vary) – Half of travel experience (~\$700)
- **American Spirit West** (locations vary) – Half of travel experience (~\$750)
- **National 4-H Congress** (Atlanta, GA) – Half of travel experience (~\$600)

State Sponsored Travel Experiences Available to 4-H Members:

Must meet requirements specific to each but is required to complete only some county requirements determined by 4-H Leaders. The Association will pay one-half of a 4-H members fees to participate in one of the following State sponsored activities per year not to exceed \$500.

- Wisconsin Leader Council
- State Teams including: Art Team, Press Team, Drama Company

- National 4-H Conference
- National 4-H Leadership Summit
- International Exchanges
- Other State-sponsored Programs with request and approval

Travel Experience Requirements:

After accepting a travel experience financial support, travel experience delegates are required to complete all requirements by October 1 of the year of travel. If a member cannot complete a requirement, s/he must establish an alternative with the 4-H Youth Development Educator prior to its required due date. Travel experience recipients who do not complete these requirements will be ineligible for future financial support and will be held responsible for reimbursement of funds contributed by the 4-H Leaders' Association towards their travel experience. The travel experience delegate is responsible for completing the Travel experience Requirement Form online via Google Form by October 1. The Travel experience Requirements include:

1. Complete and submit a 4-H Record by Record Reviews in September.
2. Work an assigned shift in the 4-H Leaders Food Stand at the County Fair.
3. Participate in one countywide 4-H fundraising event (not the fair food stand).
4. Present about your travel experience at a 4-H Club meeting or county event.
5. Participate in at least one Buffalo County 4-H Leaders Association Meeting and at least one 4-H leadership event.
 - *4-H leadership events include serving as an Assistant Fair Superintendent, teaching a countywide 4-H Project meeting, teaching at Clover College or STEAM Discovery Days, serving as a 4-H Camp Counselor, serving in director roles on the Fair Association or the Friends of Buffalo County 4-H Board, or another leadership opportunity approved by the 4-H Youth Development Educator in advance. Ag Olympics is not a qualifying 4-H leadership event.*
6. Complete the Travel experience Requirement Form online and submit by October 1.

4-H Scholarship Policy

Buffalo County 4-H Scholarship Policy:

1. Eligible youth are 12th grade high school graduating seniors who are members of Buffalo County 4-H at time of application.
2. There are three types of 4-H Scholarships available in Buffalo County. Each type of scholarship could be awarded at both a \$500 award and a \$250 award. Those scholarships are:
 - a. **Youth Leadership** (1-\$500 and 1-\$250) – A scholarship that recognizes 4-H members who have contributed to youth development through leadership defined by the competencies of planning, promoting, teaching, mentoring, advocating and advising others.
 - b. **4-H Project Work** (1-\$500 and 1-\$250) – A scholarship that recognizes 4-H members who demonstrate mastery in at least one 4-H project and share their skills and knowledge in a way that builds capacity for self and others.
 - c. **Serving-Learning** (1-\$500 and 1-\$250) – A scholarship that recognizes 4-H members whose generosity has deeply impacted themselves and others in the community.
3. The required submission materials for each application include:
 - a. 1000 – 1500 word essay on the essay topic listed below
 - b. Cover letter and resume according to current Buffalo County 4-H guidelines. An adult recommendation is not required.
4. 4-H Scholarship Essay topics:
 - a. **Youth Leadership** – *What is your leadership philosophy and how did your 4-H experiences shape your understanding of what it means to lead your peers or work in partnership with adults?*
 - b. **4-H Project Work** – *What is your most significant 4-H project story to date?*
Write about one 4-H project experience and how you have grown as a result. Tell how you have influenced others through that one 4-H project.
 - c. **Serving-Learning** – *How is service-learning different from community service?*
Write about a service-learning experience you contributed to and how it impacted you and others in the community.
5. Applicants must participate in an interview in November in-person meeting.
6. Scholarship materials are due November 1 annually. Documents may be emailed or sent by U.S. mail to the 4-H Youth Development Educator.
7. Any applicant may apply for more than one scholarship during their graduating year. Each scholarship entry requires a separate 1000 word essay. Only one cover letter and resume need to be submitted. Only one interview will take place. Graduating high school seniors are only eligible only receive one scholarship, no matter the number of essays submitted.
8. Scholarship awards will be provided in cash at time of 4-H member's student graduation award ceremonies. The dollar amount will be accompanied by a plaque.

TIPS FOR CREATING YOUR COVER LETTER AND RESUME

- **Use a computer.** You can save your work and make revisions as necessary. This is especially helpful for future use. The resume, cover letter and envelope 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. As much as possible, think of your 4-H experience as a job. What do you do? 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?
- **Layout, design, and formatting.** Your resume should be easy to read and understand. Choose an appropriate font and font size. Use the same 1-2 fonts throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. White space is a good thing. There should be a balance of text and white space. Each description should begin with an action word and be short, concise and to the point. Chronological, order and logical arrangement is very important in a resume! In other words, you should always list the most current and most important accomplishments first in a resume.
- **Editing.** Your documents should be free of spelling and grammar errors. Use spelling and grammar check and follow that up by having at least two adults proofread your cover letter and resume. Do not use contractions, abbreviations, or 4-H jargon.
- **Individualize it.** This is YOUR resume and cover letter; add your own personality to it. This provides you the opportunity to express emotion, which is evident in a good cover letter. In addition, this is a great way to tailor your cover letter and resume for this particular application.
- **Put it ALL down.** Don't be modest or shy about your accomplishments and experiences. A cover letter and resume is your chance to highlight your unique skills and qualities. Assume your reader does not know you; provide as complete a description of accomplishments as possible. Remember, accomplishments are about what you have learned, how you have grown, what skills you have developed and what you have experienced, not about awards or ribbons. The accomplishments you discuss in your cover letter should refer to your resume, not repeat it. In addition, the cover letter should explain your accomplishments and experiences in a story-like format that works with the information provided in your resume. This allows you to go in-depth about important knowledge and skills and relate them to the expectations of the "employer" and provide a sample of your written communication skills.
- **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! The 4-H & Youth Development Educator is more than willing to help. Call her at 608-685-6256 or email her at annie.lisowski@wisc.edu.

List of Action Words to Utilize in Cover Letters and Resumes

Accelerated	Enforced	Organized
Acted	Examined	Oversaw
Accomplished	Experimented	Participated
Achieved	Energized	Performed
Adapted	Established	Pinpointed
Administered	Evaluated	Planned
Advised	Expanded	Prepared
Analyzed	Expedited	Presented
Arranged	Facilitated	Produced
Assembled	Found	Programmed
Assisted	Functioned as	Proved
Assumed responsibility	Gained	Provided
Budgeted	Gathered	Published
Balanced	Generated	Presented
Blazed	Graded	Promoted
Billed	Graduated	Publicized
Built	Illustrated	Questioned
Carried out	Increased	Recommended
Changed	Influenced	Recorded
Calculated	Implemented	Recruited
Channeled	Improved	Reduced
Collected	Initiated	Referred
Communicated	Innovated	Reinforced
Compiled	Installed	Represented
Completed	Instructed	Researched
Conceived	Interpreted	Revamped
Conducted	Interviewed	Reviewed
Controlled	Introduced	Revised
Counted	Invented	Revitalized
Compared	Issued	Scheduled
Contracted	Judged	Showed
Coordinated	Kept	Served
Counseled	Learned	Set up
Created	Listened	Solved
Cut	Launched	Spearheaded
Defined	Led	Steered
Delivered	Modeled	Studied
Delegated	Maintained	Structured
Demonstrated	Managed	Suggested
Designed	Mastered	Supervised
Determined	Met with	Supported
Developed	Modernized	Surpassed
Directed	Motivated	Taught
Dispatched	Negotiated	Tested
Distributed	Observed	Trained
Documented	Operated	Tripled
Earned	Obtained	Updated
Edited	Optimized	Utilized
Effected	Originated	Used
Eliminated	Orchestrated	Won
Enabled	Ordered	Wrote

DATE	DATE YOU ARE MAILING LETTER
ADDRESS	INSIDE ADDRESS (ADDRESS OF THE INDIVIDUAL RECEIVING LETTER)
SALUTATION	GREETING TO INDIVIDUAL RECEIVING LETTER, FOLLOWED BY A COLON
PARAGRAPH 1	WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY OUTLINING YOUR OBJECTIVE (I.E., RECEIVE A TRIP OR AWARD).
PARAGRAPHS 2 & 3	THIS IS THE “WHY ME?” PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE <u>UNIQUELY</u> QUALIFIED TO REPRESENT BUFFALO COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. GIVE SPECIFIC EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.
FINAL PARAGRAPH	CLOSE THE LETTER. THANK THE LEADERS’ ASSOCIATION FOR CONSIDERING YOUR RESUME AND REQUEST AN INTERVIEW.
CLOSING	SINCERELY IS THE MOST APPROPRIATE CLOSING, FOLLOWED BY A COMMA
	SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE
NAME	TYPED NAME THAT MATCHES SIGNATURE
ENCLOSURE	INDICATE WHAT IS INCLUDED IN THE ENVELOPE WITH THE COVER LETTER

November 2, 2008

Buffalo County 4-H Leaders' Association
407 S. Second St.
PO Box 276
Alma, WI 54610

Dear 4-H Leaders' Association:

It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the Citizenship Washington Focus Trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Buffalo County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Buffalo County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Buffalo County 4-H Youth Leaders' Reporter and a 4-H Summer Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well-rounded citizen.

Additionally, serving as a 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and, then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I hope to be a Buffalo County delegate to Citizenship Washington Focus to learn more about 4-H and to meet diverse people. My previous experience representing Buffalo County, as well as my enthusiasm and my eagerness to share what I learn with others makes me a great candidate for this award trip. Thank you for considering my application. Please call me at 555-111-7777 or email me at chris.clover@net.net to schedule an interview. I look forward to discussing my qualifications with you in person.

Sincerely,



Chris Clover

Enc: Resume
References

NAME

ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
EMAIL

OBJECTIVE Explain in one sentence which award trip you are applying for.

EDUCATION List school name, year in school, expected date of graduation, 4-H club name and years in 4-H.

LEADERSHIP List all 4-H and non-4-H leadership roles and years held. Provide a short explanation of the responsibilities expected of you and what knowledge and skills you learned as a result.

4-H PROJECTS List all projects in which you are or have been enrolled and the number of years enrolled. Provide a short explanation of your accomplishments (remember, accomplishments are not trophies and ribbons!) in each project and what knowledge and skills you learned as a result.

4-H ACTIVITIES List all prominent 4-H activities and the number of years participated. Provide a short explanation of your role and/or responsibilities in each 4-H activity and what knowledge and skills you learned as a result.

SCHOOL & COMMUNITY List all significant school and community activities including school events, sports, community organizations, church, and work experience in paid or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each school or community activity and what knowledge and skills you learned as a result.

SERVICE-LEARNING List all valuable 4-H and non-4-H service-learning projects and the number of years participated. Provide a short explanation of your role and/or responsibilities in each service-learning event and what knowledge and skills you learned as a result.

ACHIEVEMENTS List all awards, honors, and other special successes and year received.

REFERENCES Three references listed on a separate sheet.

Chris Clover

1129 4H ROAD
FOUR CLOVER, WI 58965
555-111-7777
chris.clover@net.net

OBJECTIVE

Seeking an interview for the Citizenship Washington Focus Trip.

EDUCATION

Mondovi High School; Sophomore. To Graduate with Honors 2011.
Clover 4-H Club; 4-H member for 10 years.

LEADERSHIP

Buffalo Co. 4-H Youth Leaders' Council. Reporter, 2008-Present.

My responsibilities include preparing short news stories for the local paper and helping to create the monthly youth page for the 4-H newsletter. This position helps me strengthen my communication and time management skills.

Clover 4-H Club. Treasurer, 2007-2008.

As Treasurer, I kept all the financial records for the club. I also helped create the club budget, which made me think about money and how to manage it in new ways. As a result, I started saving for college with the money I earn at my job.

Mondovi High School Student Council. Representative, 2007-Present.

A representative for Student Council ensures that fellow classmates' voices are heard on school issues. As a representative, I have already learned how to better speak with my classmates and effectively communicate their ideas in government.

Buff-Pi-Trem 4-H Summer Camp. Counselor, Summer 2007.

As a Camp Counselor, I cared for eight youth in my cabin, worked with fellow counselors to plan camp activities, and taught three archery sessions. My role helped me develop planning skills, gain patience, and practice problem solving.

YELL Conference Planning Committee. Chair, 2006-2007.

As the Chair, I facilitated three planning meetings and assisted each of the captains to ensure duties happened on time. I learned a lot about how to run effective meetings and how to work with others from this position.

4-H PROJECTS

Youth Leadership. 2005-Present.

Youth leadership has allowed me to consider different leadership styles and try on many different leadership roles. The most important idea I have gained is that being a good leader doesn't mean just being the biggest boss.

Archery. **Youth Leader, 2006-2008.**

As an archery youth leader, my biggest accomplishment is teaching archery at summer workshops and at 4-H Summer Camp. I have learned patience and teaching skills, accuracy, and safety in shooting sports.

Foods & Nutrition. **2003-2007.**

As a part of this project, I have exhibited at the Foods Revue for three years. Each year I challenged myself with new, more difficult foods to prepare. I have learned more about the foods pyramid and nutrition as well as table etiquette.

Photography. **2002-2006.**

My most valuable accomplishment in photography was learning how to create interesting photos with the use of the rule of thirds and leading lines. I also participated in two digital photo workshops that strengthened my project skills.

4-H ACTIVITIES

Buffalo Co. Festival of Arts. **2002-Present.**

At the festival I exhibited a poetry reading each year. Last year the judge gave me some feedback on my enunciation and this year I utilized those suggestions and improved my placing as a result.

Clover 4-H Grandparents' Dinner. **2005-Present.**

Each year in our club we host a meal for elderly in our area, my responsibility is to help plan the menu. I have gained empathy for others and developed my budgeting skills as a result of this activity.

Wisconsin 4-H & Youth Conference. **Delegate, 2008.**

I participated in challenging seminars, met many new people, and shared my new knowledge and skills with others when I returned. I gained independence and built a new awareness about issues surrounding diversity.

4-H Canoe Camp. **2005-2007.**

I was a camper at Canoe Camp for two years. I learned how to paddle a canoe and gained independence from camp because I had to figure out lots of tasks like cooking and putting up a tent on my own.

Ag-Olympics. **2005-2007.**

I participated in Ag-Olympics at the Fair. This activity helped me strengthen my teamwork skills and also got me interested in the 4-H Youth Leaders' Council.

SCHOOL & COMMUNITY

Buffalo County Partnership Council. **Member, 2008-Present.**

I represent Mondovi High School students on the Council and help make decisions on alcohol and drug related issues in the County as well as help plan our annual events, like Senior Day, and write student mini-grants to fund those events.

Mondovi SuperValu. **Cashier, 2008-Present.**

At my job, I greet customers and check out their purchases. As a result of this job, I have learned appropriate customer relations and about the importance of managing your money.

St. John's Church Youth Group. **2005-Present.**

I am an active member. I participate in service-learning projects that help me develop a better understanding of my community and the importance of helping others.

Mondovi High School Varsity Volleyball **2008-Present.**

As a starter on the volleyball team, I practice teamwork and exhibit good sportsmanship. I have learned patience and dedication as well as taking direction from others from my many hours spent on the volleyball court.

Mondovi High School Choir. **2004-Present.**

I am a tenor in the school choir and participate in Solo & Ensemble as well as madrigals. My time in choir has helped me develop a lifetime passion for music.

SERVICE-LEARNING

Project Linus. **2008.**

In this service-learning project I helped secure funding for and create twelve blankets that were donated to youth in local hospitals fighting terminal or long-term illnesses. I wrote my first grant and learned more about terminal illnesses.

Ronald McDonald House Meal. **2006 & 2007.**

I was the food planning committee chair and helped create the menu and budget, as well as shop for the food for the meal. Before this event, I did not think about the fact that patients' families suffer emotional, physical, and financial pain also.

Mondovi Food Pantry.

2005 - 2007.

As a project for my English class, we held a drive for the local food pantry. We held a contest at school to collect baby items and then worked at the Food Pantry the day the items were delivered. This was the first time I realized that there is a lot of community members from all walks of life who are in need right now.

ACHIEVEMENTS

- Mondovi High School High Honor Roll, 2008.
- Mondovi SuperValu Employee of the Month, 2008.
- Most Motivated Player, Varsity Volleyball, 2008.
- Wisconsin 4-H & Youth Conference Delegate, 2007.
- Buffalo County 4-H Youth Leaders' Active Member Award, 2007.
- 4-H Community Service Award, 2006.
- Outstanding 4-H Record Book Award, 2005-2008.
- Clover 4-H Club Silver Pin Received, 2006.

Chris Clover

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FOUR CLOVER, WI 58965
555-111-7777
chris.clover@net.net

REFERENCES

Ms. Karen Buffalo

Shift Manager
Mondovi SuperValu
453 S. Main St.
Mondovi, WI 54755
985-689-1234
karen.buffalo@supervalu.com

Ms. Buffalo is my current supervisor at the Mondovi SuperValu.

Mr. David Clover

6985 N. Singleton St.
Mondovi, WI 54755
458-963-3214
cloverdj@net.net

Mr. Clover is my current 4-H Club Leader for Clover 4-H Club.

Ms. Anna Fourleaf

English Teacher
Mondovi High School
16 W Grove St.
Mondovi, WI 54755
584-987-3569
afourleaf@mondovi.k12.wi.us

Ms. Fourleaf was my Adult Advisor on the Wisconsin 4-H & Youth Conference trip in 2007.

***Note: A reference or adult recommendation from a family member will not be accepted.**

BUFFALO COUNTY 4-H RESUME ADULT RECOMMENDATION

The following applicant _____ is applying to represent the Buffalo 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. It is the responsibility of the youth leader to see that you receive this recommendation at least 2 weeks prior to the due date along with a pre-addressed envelope. Recommendations are confidential and will not be returned to the 4-H youth leader. A recommendation from a family member will not be accepted.

Please complete the following recommendation and return as directed below.

1) *Today's Date Completed:* _____ *Name:* _____
Phone: _____ *Email:* _____

Do you feel this member would be a good representative of Buffalo County 4-H if selected as a delegate on a 4-H trip, or as a Key Award winner? ____ Yes ____ No
How long have you known this 4-H member? _____
In what capacity do you know this member? _____

2)

Evaluate the Member	Poor	Fair	Good	Excellent	N/A
Involvement in 4-H at Club level					
Involvement in 4-H at County level					
Involvement in School & Community					
Works to the best of their ability					
Dependability					
Communication					
Leadership Skills					
Ethics					
Solving Problems					

3) On one separate sheet, please discuss why the applicant is deserving of the 4-H trip and/or awards. Please describe the applicant's leadership skills (i.e.: communication, self-confidence, teamwork, time management, responsibility, etc.), and qualities as a youth leader as well as any additional information that would be helpful to the selection committee.

Signature of Adult Recommending 4-H Youth Leader: _____

Recommendations should be sent directly to:
 Division of Extension Buffalo County
 4-H Trip and Award Recommendation
 407 S. Second Street, PO BOX 276
 Alma, WI 54610
DEADLINE DATE: November 1

Buffalo County 4-H Resume Self-Evaluation Checklist

Name _____ Club _____

Please check the box if you agree with the statement. Then, complete the statement at the bottom of the reverse page with specific reasons and details.

<p><u>Cover Letter</u></p> <ul style="list-style-type: none"><input type="checkbox"/> My cover letter is in business letter format with the correct spacing and punctuation.<input type="checkbox"/> My cover letter refers to my resume, but does not repeat it.<input type="checkbox"/> My cover letter narrates my qualifications for being selected for a trip or award.<input type="checkbox"/> My cover letter is typed, not handwritten.<input type="checkbox"/> I have expressed emotion in my cover letter.<input type="checkbox"/> I go more “in-depth” about my knowledge and skills highlighted in my resume in my cover letter.<input type="checkbox"/> My cover letter is tailored for this particular event.<input type="checkbox"/> My cover letter is arranged in a “story-like” format.<input type="checkbox"/> I used “I” in my Cover letter.
<p><u>Resume</u></p> <ul style="list-style-type: none"><input type="checkbox"/> I arranged my resume in an organized, logical way.<input type="checkbox"/> My resume is in chronological order.<input type="checkbox"/> My resume has a good balance of text and white space.<input type="checkbox"/> My resume includes a short explanation in paragraph form of what I learned where indicated.<input type="checkbox"/> My resume is typed, not handwritten.<input type="checkbox"/> I used action words to describe my accomplishments and experiences.<input type="checkbox"/> I used the same 1-2 appropriate fonts throughout my resume.<input type="checkbox"/> This resume is representative of me. I have “made it my own” by adding my own personality to it.<input type="checkbox"/> My resume is tailored for this particular event.<input type="checkbox"/> I do not think I was shy about my accomplishments and experiences.
<p><u>Reference Sheet</u></p> <ul style="list-style-type: none"><input type="checkbox"/> I have contacted three adults that can speak to my qualifications to receive a trip or award and received their permission to include their information on my reference sheet.<input type="checkbox"/> I included the adults’ names, titles, addresses, phone numbers, and emails, as appropriate.<input type="checkbox"/> In one sentence told how the person serves as a good reference for me or know of my qualifications.
<p><u>Adult Recommendation</u></p> <ul style="list-style-type: none"><input type="checkbox"/> I provided the adult recommendation form and a pre-addressed envelope to an adult that is not my relative that can speak to my qualifications to receive a trip or award at least two weeks before the form is due.<input type="checkbox"/> I provided the adult with pertinent information about the 4-H Cover Letter and Resume process.

Overall

- I have completed every component of the Cover letter and Resume thoroughly.
- I was concise, but I also included specific details.
- Unless instructed otherwise, I wrote in paragraphs with complete sentences.
- I feel it is reflective and thoughtful.
- It is representative of my most significant 4-H experiences to date.
- I took time to complete my Cover letter and Resume with care.
- It is an example of my best written communication skills.
- It includes evidence of accomplishments, leadership, improvement, reflection, and learning.
- I know my Cover letter and resume has few spelling or grammar errors because not only have I proofread it, but so has another trusted adult.

I think the strengths of my Cover Letter & Resume are:

My Cover Letter & Resume can improve in these ways:

NOTE: This checklist is not required for application, but can be very helpful. It is simply for you, as the member, to self-evaluate your cover letter and resume with the hopes you may discover your own strengths and weaknesses before your application is reviewed by the selection committee.