


Buffalo County 4-H



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

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.

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:

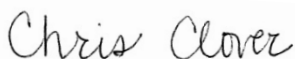
It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the Citizenship Washington Focus Trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Buffalo County 4-H.

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.

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><input type="checkbox"/></p>
<p><u>Overall</u></p> <ul style="list-style-type: none"><input type="checkbox"/> I have completed every component of the Cover letter and Resume thoroughly.<input type="checkbox"/> I was concise, but I also included specific details.<input type="checkbox"/> 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.

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.