Shawano County



Guide to Creating Resume and Portfolio for

4-H Awards, Trips and the World Beyond!

This packet contains:

Page 1: Overview of 4-H Trips and Opportunities

Page 2: Cover Letter Outline

Page 3: Sample Cover Letter

Page 4: Resume Outline

Page 5-6: Sample Resume

Page 7: Tips for Creating Cover Letter and Resume

Page 8: Portfolio Instructions

Note: If you have questions regarding what is expected or how to complete the application, please call the UW-Extension Office at 526-6136. We will be happy to set up a time to help you with your resume and portfolio application!

U**THE FINAL PRODUCT!**

UWHAT YOU WILL TURN IN

* A cover letter.
* A resume.
* Two letters of recommendation. One from your general leader, one from another person of your choice.
* A portfolio.

# Page 2—Cover Letter Outline

# DATE (that you are mailing it in)

Shawano County 4-H Leaders, Inc.

311 N. Main St., Rm. 101

Shawano, WI 54166

**Dear Adult Leaders Board:**

**PARAGRAPH 1:** WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY LISTING OR CHECKING OFF THE OPPORTUNITIES FOR WHICH YOU WANT TO BE CONSIDERED.

**PARAGRAPHS 2 & 3** THIS IS THE “WHY ME?” PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE UNIQUELY QUALIFIED TO REPRESENT SHAWANO COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. **GIVE EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.**

**FINAL** **PARAGRAPH** CLOSE THE LETTER. THANK THE BOARD FOR CONSIDERING YOUR APPLICATION/RESUME.

**Sincerely,**

# TYPE YOUR NAME HERE AS YOU WILL SIGN IT ABOVE

#### **Page 3—Sample Cover Letter**

#### February 2, 2002

Shawano County 4-H Leaders, Inc.

311 N. Main St., Rm. 101

Shawano, WI 54166

Dear Leaders:

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

\_\_\_\_ National 4-H Conference \_\_\_\_ National 4-H Congress

\_\_\_\_ Citizenship Washington Focus \_\_\_\_ WI 4-H & Youth Conference

\_\_\_\_ 4-H Key Award

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

Sincerely,

Chris Clover

**Page 4—Resume Outline NAME**

Can be 1-2 pages ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

EMAIL (If applicable)

# EDUCATION School or college name, then Freshman, Sophomore, etc.

4-H club name, years in 4-H

**4-H PROJECT** List all projects in which you are or have been enrolled. Include

**SUMMARY** the number of years you have been or were a member of that project. Indicate which projects you are currently enrolled in.

**4-H ACTIVITY** Summarize all 4-H activities in which you have participated and

**INVOLVEMENT** the number of years you participated.

**SKILL** Translate what you have learned as a result of participation in 4-H

## **DEVELOPMENT** projects and activities into skills you have developed.

### **PERSONAL** Translate what you have personally gained as a result of participation

**DEVELOPMENT** in 4-H projects and activities into personal attributes.

###### LEADERSHIP Translate what you have learned personally and how you have gained

###### DEVELOPMENT additional responsibility.

**OTHER** In this section, include school activities, work experience, special

**ACTIVITIES** activities, etc. and the number of years you participated.

**Page 5--Sample Resume Christina Clover**

6560 Cty. G

## Bonduel, WI 54107

(715) 758-5188

**EDUCATION** Bonduel High School, Junior

Country Korner 4-H , 8 years

# 4-H PROJECT Clothing, Crafts, Dairy, Foods & Nutrition, Sheep, 7 years – current projects

# SUMMARY Ceramics, 6 years

# Poultry, 4 years

# Beef, 2 years

**4-H ACTIVITY** Delegate to CWF, 1998 Delegate to State 4-H Conference, 1997

**INVOLVEMENT** Georgia Exchange, 1997 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

QMAS Program, 7 years County Fair Exhibitor, 6 years

Club Fundraisers, 5 years Foods Key Committee, 3 years

1. Junior Leaders Member, 3 years Club Fundraiser Chairperson, 1 year

**SKILL** \*Proficient knowledge of dairy nutrition, fitting, showing, training, and judging.

**DEVELOPMENT** \*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** \*Excellent role model and team player.

**DEVELOPMENT** \*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.

\*Understans and use parliamentary procedure.

\*Teach younger members and peers effectively.

\*Well-developed interpersonal and public speaking skills.

**LEADERSHIP**  \*Effectively chaired the card party committee for 2 years

**DEVELOPMENT** \*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 Shawano County Older Youth Group, past treasurer

**Page 6--Sample Resume Christina Clover** page 2

6560 Cty. G

## Bonduel, WI 54107

(715) 758-5188

**OTHER** CCD, 10 years

**ACTIVITIES** 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

1. Basketball team, 2 years

Shawano County Environmental Essay Contest, placed third, 1995

Page 7

##### TIPS FOR DOING YOUR COVER LETTER AND RESUME

**\***U**Use a computer**U. You can save your work and make revisions as necessary. 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 Courthouse. The resume and cover letter **should not** be handwritten.

\*U**Plan ahead**U. Go through each part of the resume and cover letter before typing. Use you 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?

\*U**Order is important**U. Arrange information chronologically within the following sections: 4-H Project Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.

\*U**Layout, design and abbreviations**U**.** Your resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose an appropriate font and font size. Use the same font 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. You may use common abbreviations if necessary. The resume should be no more than one or two pages long.

\* U**Proof it**U. Your documents should be free of spelling errors. Use spell check if you have it and follow that up by having at least two people proofread your resume and cover letter.

\*U**Ask for help if you need it**U. If you haven’t ever gone through this process, you may have questions. Don’t hesitate to ask! The 4-H Youth Development Agent and 4-H Program Assistant are more than willing to help.

##### Page 8

##### THE PORTFOLIO: INSTRUCTIONS AND ASSEMBLY

A portfolio is a tool that visually illustrates and supports what you have written in your resume and cover letter.

U**WHAT NEEDS TO BE INCLUDED IN THE PORTFOLIO**U**:**

1. On one page, answer the following question, “How do you think 4-H in Shawano County should be promoted and include how you would be involved in the promotion.” Make sure to give specific examples as you answer the question.

2. On one page, answer the following question, ”What improvements would you suggest to make Shawano County 4-H better at the club and county levels?” Make sure to give specific examples as you answer the question.

3. Pick your two most important projects. Dedicate two pages to those projects (one page per project) and visually illustrate what you wrote in your resume about that project.

For example, if you listed skills learned from participating in animal project, then you might include pictures of your project animal; a summary of your record book, results from the Quality Market Animal Sale (if applicable) and a short summary of your accomplishments could be put on this page.

If you listed skills learned from participating in cultural arts, you might include pictures of your work, comments from the judge (written and summarized) and a short summary of your accomplishments could be put on one page.

4. Anything else you think will give the board insight into who you are, what your 4-H experience has been and why you should be considered for 4-H opportunities.

5. Put it all together so the portfolio is easy to understand and use. Make sure your name is on the portfolio. You may want to use a photo type album or scrapbook. You can also use plain paper bound together with brass fasteners or a three ring binder. Use captions, small paragraphs, color---be creative!