

Monroe County 4-H

Resume & Cover Letter

A Complete Guide



Each year, Monroe County 4-H sponsors a variety of trips available only to our 6th – 12th grade 4-H members. To be considered for any of the trips you **MUST** complete the following: (1) Cover Letter, (2) Resume, and (3) Adult Recommendation. All forms are due to the Extension Office by **October 15**. Interviews, for trip and award selection, will be held mid-November.

What's In This Guide?

- ✓ State Trips, National Trips, International Trips & Award Opportunities
- ✓ Trip requirements
- ✓ 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/email Joshua, 608-269-8722 or joshua.goede@wisc.edu.

State, National, and International Trips: Opportunities

Partial financial assistance for these is provided by the Monroe County 4-H Leaders Association.

State 4-H & Youth Conference

The State 4-H & Youth Conference will be held in June on the UW-Madison campus. Ten youth can attend from Monroe County to become involved in a variety of seminars, tours, general assemblies and recreational opportunities. 4-H club involvement and leadership are important considerations. Participants must be in **7th, 8th, 9th or 10th grade** as of October 1 of selection year. (Art Team, Drama Company, Press Team, Showcase Singers and Youth Leader Council members may be 9th-13th grade). Conference costs about \$300 of which 50% is paid.

4-H Space Camp

Space Camp is a fun-filled weekend in Huntsville, Alabama in **April**. This is a fun camp experience where you learn and experience a ton of different aspects about life as an astronaut, working at NASA, and exploring places beyond Earth! You'll complete a simulated Space Shuttle mission, experience training simulators, tour the U.S. Space & Rocket Center, learn about becoming an astronaut, and make lifelong friends. Participants must be entering **6th, 7th or 8th grade** as of October 1 of the selection year. This experience costs about \$625 of which 50% is paid.

4-H Citizenship Washington Focus

Citizenship Washington Focus is a week-long 4-H citizenship program in Washington, D.C. Monroe County delegates, along with other Wisconsin delegates, get to join 4-H'ers from across the country to explore citizenship and government at our nation's capital. You'll enjoy a behind-the-scenes look at our nation's capital, meet Members of Congress, tour presidential and war monuments and memorials, visit Smithsonian museums, and make lifelong friends. Participants must be in **10th, 11th or 12th grade** as of October 1 of the selection year. This experience costs about \$1,400 of which 50% is paid.

National 4-H Conference

Monroe County can nominate one youth for further consideration. Six Wisconsin delegates are selected to attend this working conference held at the National 4-H Center, Washington, D.C. in **April**. Each participant selects an issue (i.e., education, promotion, environment, violence) and works with other youth from across the country to develop plans to help direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with legislators and touring. Participants must be in **10th, 11th or 12th grade** (maximum age 18 as of January 1, current year). Cost to delegate is approximately \$1,300 of which 50% is paid.

National 4-H Congress

Monroe County can send up to two delegates. National 4-H Congress will be held in **November** in Atlanta, Georgia. Delegates participate in self-development seminars, tours, a service project, and have an opportunity to exchange ideas with youth from across the country. Participants must be in **10th, 11th or 12th grade** (maximum age 18 as of January 1, current year). Cost is approximately \$1,200 of which 50% is paid.

Wisconsin 4-H International Exchanges

Wisconsin 4-H challenges youth to become global citizens by offering international homestays or travel abroad to live with a host family. Every summer 4-H youth can apply for the amazing opportunity to experience life in another country by living abroad with a host family for one month. All programs are chaperoned by a trained 4-H adult volunteer, who remains in-country with the delegation during the exchange for support and assistance. Every 4-H family also has an opportunity to become a host family. Currently, month-long travel and host opportunities are available with Japan, Korea, Mexico, Finland, Norway, and Costa Rica. There are also opportunities to host high school students from Japan, Korea, or Eurasia for an academic year. Adult volunteer leadership positions are available as well.

State, National, and International Trips: Responsibilities

As you are partially funded for these opportunities by the Monroe County 4-H Leaders Association, they expect your help in the area of publicity to help other 4-Hers learn about these opportunities.

Monroe County 4-H really enjoys supporting its members in their hard work to expand their 4-H experience. In an effort to boost enthusiasm for the high caliber programs and travel opportunities available to Wisconsin 4-H, participating members are asked to help publicize the programs upon their return to Monroe County.

When you accept your funding, you will agree to do the following within one year of returning home. A sheet will be sent to you to help you track your presentations. You will receive the sheet when you give your presentation to the Leaders. There will be spaces to get signatures for the proof that you fulfilled your commitment.

You will be responsible to complete three presentations on your experience:

- Once to the Leaders' Association. This can be either:
 - to the Executive Board on the 1st Monday of odd months
 - to the full Leaders' Association on the 3rd Monday of odd months
 - a 5-7 minute video presentation to be shown to both meetings the following month
- Once to your club with the leaders approval signature.
- The third presentation is a choice of the following:
 - A serious presentation at Monroe County Achievement Night
 - Covering the itinerary and highlights not just a photo slide show
 - Opportunity to ask questions
 - 5-7 min presentation
 - Must have a visual display
 - A serious presentation at the Leaders' Appreciation Banquet
 - Covering the itinerary and highlights not just a photo slide show
 - Opportunity to ask questions
 - 5-7 min presentation
 - Must have a visual display
 - A display to post in the 4-H food stand for tractor pull and fair
 - Must have text explanations of event as well as photos
 - Minimum of a three panel display (can be more elaborate if desired)
 - An article in the 4-H Cloverlink Newsletter
 - Must be 250 words
 - Can be summary of program or narrative form
 - Picture is recommended but optional
 - Must be in a Jan.-Jul/Aug issue for credit

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! If you don't know the exact date at the very least use the month and year.

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 Positive Youth Development Educator is more than willing to help!!*

COVER LETTER OUTLINE

Date (that you are mailing it in)

Monroe County 4-H Leaders Association
206 South K St
Sparta, WI 54656

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 Monroe 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 29, 20XX

Monroe County 4-H Leaders Association
206 South K St
Sparta, WI 54656

To whom it may concern,

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

<input type="checkbox"/> National 4-H Conference	<input type="checkbox"/> 4-H Space Camp
<input type="checkbox"/> 4-H Citizenship Washington Focus	<input type="checkbox"/> WI 4-H & Youth Conference
<input type="checkbox"/> Leadership Washington Focus	
<input type="checkbox"/> WI 4-H International Exchanges	

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

Sincerely,

Christina Clover

Christina Clover

SAMPLE RESUME

Christina Clover

4-H Clover Way
Sparta, WI 54656

(608) 372-4444
c.clover@4H.rocks

EDUCATION

Brookwood High School, Junior, Class of 2044
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, 2006	Delegate to State 4-H Conference, 2005
International Exchange Host, 2004	Dairy Workshop, 5 years
Offices Held: Pres., V. Pres.	Festival of Arts, 7 Years
Area Animal Science Days, 4 years	MOCO Fair Raffle Ticket Sales, 3 years
Club Calendar Committee, 7 years	Card Party Committee, 3 years
4-H Leaders Association, 2 years	County Fair Exhibitor, 6 years
Club Fundraisers, 5 years	Promotion and Membership 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
Honed presentation skills to large and small groups with confidence and proficiency

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 P&M Committee looking at strategies to strengthen Monroe County 4-H
Teach younger members in Foods, Clothing, and Dairy
Current Vice President of club
Current Secretary of Monroe County Junior Leaders Group, past treasurer

OTHER ACTIVITIES

CCD, 10 years
Holstein Association Member, 7 years
Honor Roll, 4 years
Volleyball team, 4 years
Women's Choir, 3 years
Basketball team, 2 years
American Legion Speaking Contest, placed third, 2013

ADULT RECOMMENDATION

The following applicant _____ is applying to represent the Monroe 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.

Trip/Award applied for _____

Please complete the following recommendation and return as directed below.

- 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: _____

Recommendations should be sent directly to:

**Monroe County Extension Office
4-H Trip and Award Recommendation**

**206 South K St
Sparta, WI 54656**

DEADLINE DATE: October 15

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.*

Thank you to Richland County 4-H and Agent Jennifer LaTour for allowing Monroe County to use and adapt this system.