

# **Lincoln County 4-H Older Youth Opportunities**

**With a  
Guide to Creating a Resume  
and Cover Letter**



*Just LOOK at the  
opportunities  
that await you....*

As you complete this 4-H club year, I hope that you are planning to return for an exciting new 4-H year filled with many opportunities, especially for our older 4-H youth.

A variety of opportunities exist for Lincoln County 4-H youth leaders. These opportunities are shared with you in hopes that you will consider getting involved.

Each year, the Lincoln County 4-H Leaders' Association sponsors a variety of opportunities available only to our grade 6 and above. To be considered, you **MUST** complete a cover letter for each opportunity you wish to be considered for, one resume and obtain one recommendation.

Remember...you will not know how far you could have gone or what you could have received until you try. Good Luck!!

## **WHAT YOU WILL RETURN TO THE UW-EXTENSION OFFICE BY November 1, 2016.**

- ☐ One cover letter per opportunity you are applying for.
- ☐ One resume
- ☐ One letter of recommendation from any adult except a relative
- ☐ One Resume Preference Form

## Guide to Creating a Resume and Cover Letter Table of Contents:

	Page
Table of Contents	2
Leadership Opportunity Information	3
Trips Award Guidelines	4-5
Award Guidelines	6
Lincoln County 4-H Leaders' Assoc. Resume Process	7
Tips for Creating Cover Letter and Resume	8
List of Action Words to Utilize in Cover Letters and Resumes	9
Cover Letter Outline	10
Sample Cover Letter	11
Resume Outline	12
Sample Resume	13-16
Self-Evaluation Checklist	17-18
Resume Preference Form	19
Adult Recommandation Form	20

**NOTE:** If you have questions regarding what is expected or how to complete the application, please call the UW-Extension Office at 715-539-1072 or email [amanda.kostman@ces.uwex.edu](mailto:amanda.kostman@ces.uwex.edu). We will be happy to set up a time to help you with your cover letter and resume application!

## **Leadership Opportunity Guidelines**

**A cover letter is required for each leadership position you wish to be considered for highlighting:  
Why you are uniquely qualified to serve in this specific leadership position.**

### **County Requirements for Leadership Opportunities:**

The Lincoln County 4-H Leaders' Association, Inc. provides leadership opportunities for older youth. To be considered for these prestigious positions, members must:

1. Fill out a Resume as described in Resume Guidelines Packet.
2. Participate in interview selections
3. Participate in camp counselor training (only for Camp Counselors and Camp Directors).
4. Complete registration as requested by UW-Extension.

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### **Lincoln County 4-H Ambassador - Grades 9 and above or Lincoln County 4-H Junior Ambassador - Grades 6-8 All Year Long**

Being a Lincoln County 4-H Ambassador is both an honor and a privilege. 4-H Ambassadors are not only the face of Lincoln County 4-H but they are leaders. Ambassadors will have the opportunity to help 4-H in many ways: Ambassadors can customize their volunteer leadership experience around what they really feel passionate about! Just some of the options are: After School Programs, Lip Sync Music Festival, Drama Festival, Communications Contest, the Merrill Backpack Project, and of course The Fair. They also plan and take at least one ambassador trip a year to relax and enrich ourselves in Wisconsin culture.

### **4-H Camp Counselor Grade 9 and above Summer**

Responsible for the day-to-day supervision of up to 10 campers. Responsible for escorting campers to and from all scheduled activities and assisting or participating in activities. Responsible for events including but not limited to: flag raising/lowering, campfire, camp games, evening activities, and other camp programming. You can choose to be a counselor for both camps or one camp (please indicate in your cover letter). Please remember to include any qualifications and/or certifications you may have in your resume. Dates to note:

- Camp Counselor Training - date/time/location to be determined
- Junior Camp (2<sup>nd</sup> – 4<sup>th</sup> grade participants) – June 9-10, 2017
- Intermediate Camp (5<sup>th</sup> – 8<sup>th</sup> grade participants) – June 29-July 1, 2017

### **4-H Camp Junior Director Grade 10 and above Summer**

Responsible for program/theme planning with camp committee. Responsible for the day-to-day large group activities – including but not limited to: Flag Raising/Lowering, Campfire, Camp Games, Evening Activities, other camp programming and additional assignments with campers or general camp operation as needed, requested by adult camp staff. You can choose to be a junior director for both camps or one camp (please indicate in your cover letter). Please remember to include any qualifications and/or certifications you may have in your resume. Dates to note:

- Planning with Adult Directors (as scheduled)
- Camp Counselor Training - date/time/location to be determined
- Junior Camp (2<sup>nd</sup> – 4<sup>th</sup> grade participants) – June 9-10, 2017
- Intermediate Camp (5<sup>th</sup> – 8<sup>th</sup> grade participants) – June 29-July 1, 2017

## **Trip Opportunity Guidelines**

**A cover letter is required for each trip you wish to be considered for highlighting:  
Why you would like to attend this trip and what you hope to gain from the experience.**

\*\* The Lincoln County 4-H Leaders' Association, Inc. provides a 50% scholarship to all youth who are selected for these trips. The estimated cost reflects the amount that the youth selected is responsible to pay.

### **County Requirements for Trips**

The Lincoln County 4-H Leaders' Association, Inc. provides a 50% scholarship to all youth who are selected for these trips. The estimated cost reflects the amount that the youth selected is responsible to pay. The Lincoln County 4-H Leaders' Association will offer financial assistance for one award trip per year, for each trip once during their 4-H career. In order to qualify for financial assistance for trips, members must:

5. Fill out a Resume as described in Resume Guidelines Packet.
6. Participate in interview selections.
7. Complete trip/award registration as requested by UW-Extension.
8. Help promote 4-H and the available trips.



Examples:

- Talk at 4-H Club or other county-wide meeting
- Create and displayed a poster or display at the fair, banquet and other 4-H events

Submit an article to the 4-H Express and/or local newspapers.

In addition to the automatic 50% scholarship received by the 4-H youth through the trips and awards program, the 4-H board has adopted a grant program to provide additional financial assistance to 4-H members from limited resource families or families facing financial hardships. The board is very committed to eliminating barriers for youth to take part in 4-H experiences. This grant program only provides funding for county, regional, state or national 4-H programs or activities and is sponsored by the Lincoln County 4-H Leaders' Association. To apply, simply complete and submit this application found at <http://lincoln.uwex.edu/files/2010/12/Lincoln-County-4-H-Grant-Program-application.pdf> (does not need to be done at this time). Your request will be handled in a confidential manner. The information you provide on the application will only be used to verify eligibility for grant funding.

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### **U.S. Space Camp Grades 6-8 April**

Delegates participate in hands-on mock space missions and other activities in this NASA program while exchanging ideas with youth from across the country. Camp takes place in Huntsville, Alabama. Your estimated cost is about \$275 (total cost of about \$550) but maybe less if a grant is requested (see above grant information).

### **Leadership Washington Focus (LWF) Grades 6-8 (entering grades 7 through 9 at the time of the trip) June/July**

Leadership Washington Focus (LWF) is a 4-H leadership program will take place at the National 4-H Youth Conference Center, just 1 mile from the Washington, D.C. border. Delegates will build confidence in their ability to motivate and direct others in meaningful action, practice effective communication with others through group discussion and public speaking, work with others to create and accomplish goals, develop an understanding of their own personal leadership style, exchange ideas, practice respect, and form friendships with other 4-H'ers from across the nation and experience hands-on learning using the historical backdrop of Washington, D.C. Your estimated cost is about \$600 (total cost of about \$1200) but maybe less if a grant is requested (see above grant information).

**Wisconsin 4-H and Youth Conference  
Grades 8 - 10  
June**

Approximately 800 youth attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community. Your estimated cost is \$120 (total cost is about \$240) but maybe less if a grant is requested (see above grant information).

**Citizenship Washington Focus  
Grades 10 - 12 (minimum age 15 during trip)  
June - July**

Over 200 Wisconsin 4-H youth are selected to attend this leadership program held at the National 4-H Center. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips and social events. Your estimated cost is \$600 (total cost is about \$1200) but maybe less if a grant is requested (see above grant information). Citizenship Washington Focus is the experience of a lifetime. And now is the right time for you.



**National 4-H Congress  
Grades 10 - 12 (maximum age 18 on January 1 of the year of travel)  
November**

National 4-H Congress is the flagship event of the 4-H program. Congress provides youth with a quality educational and cross-cultural experience. About 75 youth representing University of Wisconsin Extension-4-H Youth Development attend this annual event. Approximately 1300 youth from around the country and Puerto Rico gather to learn new skills in leadership, community service and multi-cultural integration. In addition to attending assemblies and workshops, they participate in discussion groups on issues facing our country today and moderate a town hall meeting at which they share the results of those discussions. Also, delegates participate in hands-on projects during a day of community service as they learn how to work with others to help individuals and organizations in a community improve themselves. The networking skills that youth gain during the event will help them in their after-conference work in addressing youth needs in their community and state through reporting back and coordination of educational and service programs. Your estimated cost is \$600 (total cost is about \$1200 - dependent on flight costs) but maybe less if a grant is requested (see above grant information).

**National 4-H Conference Consideration at State Level  
Grades 10 - 12  
April**

Lincoln County may nominate one youth per year to receive an application to compete to be one of Six (6) youth from Wisconsin are selected by Wisconsin 4-H to attend this working conference held at the National 4-H Center. Delegates spend the majority of time contributing to stimulating, task-oriented groups with the purpose of presenting to our nation's leadership. One day is spent on Capitol Hill meeting with legislators and touring. Your estimated cost is \$600 (total cost is about \$1200 - dependent on flight costs) but maybe less if a grant is requested (see above grant information).

**National 4-H Dairy Conference Consideration at State Level  
Grades 10 - 12  
September**

Each year, a select number of youth will be chosen to represent Wisconsin at the National 4-H Dairy Conference. The National 4-H Dairy Conference is an outstanding networking opportunity where Wisconsin youth will have the chance to meet and interact with future dairy leaders from across the USA and Canada. Participants learn about production, processing, marketing and use of dairy products, and develop a broader understanding of careers available in dairy production, biotechnology, genetics, marketing and other selected areas. The conference consists of participatory workshops on the University of Wisconsin - Madison campus, speakers, tours and visiting the World Dairy Expo. Applicants must be currently enrolled in the 4-H Dairy Project and have at least two previous years of membership in the 4-H Dairy Project. Your estimated cost is \$150 (total cost is approx. \$300) but maybe less if a grant is requested (see above grant information).



## **Award Opportunity Guidelines**

**A cover letter is required for each award you wish to be considered for highlighting:  
Why you are uniquely qualified for this specific honor.**

### **County Requirements for Awards**

The Lincoln County 4-H Leaders' Association, Inc. provides awards and honors to members. To be considered for an award potential awardees must:

1. Fill out a Resume as described in Resume Guidelines Packet.
  2. Participate in interview selections.
- 

#### **Key Award Grade 9 and above**

You'll compete against the best, as the Key Award is the highest state award a 4-H member can receive. The Wisconsin 4-H Key Award is to provide special recognition to 4-H members who have shown consistent growth in their 4-H program, and who have developed their leadership ability and life skills. The awards are presented at the following year's annual recognition banquet.

#### **"I Dare You" Award Ages 15-18**

This award is given in recognition of personal integrity, balanced living and potential leadership. The "I Dare You" Leadership Award is made available each year by the American Youth Foundation. William H. Danforth, founder of Ralston Purina Company in St. Louis, who dared young people to achieve their highest potential and to influence others through lives of service, first offered the award in 1941. The award takes its name from the book, "I Dare You", written by Mr. Danforth, in which he commends the balanced life of mental, physical, social and spiritual development as the backbone of leadership. The awards are presented at the following year's annual recognition banquet.

#### **James W. Crowley Dairy Leadership Award Grades 10 - 12**

The James W. Crowley 4-H Dairy Leadership Award program provides recognition to youth who have excelled in their dairy project. The James W. Crowley Dairy Management and Extension Fund is the sponsor of this award. We are pleased to name the award in honor and memory of James W. Crowley, longtime Extension Dairy Specialist and strong supporter of dairy youth projects. County Award winners are eligible to compete for 15 state-wide awards. State winners will receive plaques and the top two youth in the state competition will each receive \$500 awards for continuing their dairy education. Applicants must be currently enrolled in the 4-H Dairy Project and have at least two previous years of membership in the 4-H Dairy Project.

#### **4-H Scholarship**

##### **Current 4-H member who is graduating from high school or is attending a college/university.**

The Lincoln County 4-H Leaders Association, Inc., may award three \$500 scholarships (two from the Leaders Association and one provided by fund donated from the O'Tannenbaum tour) to qualified applicants. This award must be used for programs of study at any accredited college, university, or technical college. The recipient will be paid the \$500 award by the Lincoln County 4-H Leaders Association, Inc. when the Association has received written notification that the recipient has completed one grading period of study and is registered for the second period of study. Written notification would consist of a grade report from the first period of study and a copy of the registration for classes for the second period of study. **Also include a copy of your grade transcripts.**

## **Lincoln County 4-H Leaders' Association 4-H Resume Process**

### **4-H Resume Process**

1. The Resume is a record summarizing the 4-H projects and activities that a 4-H member participated in over a period of years. A Resume can be completed by 4-H members grade 6 and over. A resume guideline packet, which contains additional information and expectations, is available online or at the UW-Extension Office.
2. Resumes are due to the UW-Extension Office November 1. Resume interviews will be conducted in the month of January. Candidates will be notified by February 1 of selections.
3. Not necessarily all members who apply with a Resume will be selected. Resumes are subject to standards of completion. The resume should represent a 4-H member's best work.
4. Resume candidates who cannot attend Resume Interviews must notify the 4-H Youth Development Program Advisor by November 1 and receive an approved excuse. With an approved excuse, the member is responsible for arranging for the interview to be conducted with the 4-H Youth Development Program Advisor prior to the scheduled interview date.

## 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 Program Advisor is more than willing to help. Call 715-539-1072 or email at [amanda.kostman@ces.uwex.edu](mailto:amanda.kostman@ces.uwex.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
Effectuated	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 UNIQUELY QUALIFIED TO REPRESENT LINCOLN 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

*Chris Clover*

SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE

**NAME**

TYPED NAME THAT MATCHES SIGNATURE

**ENCLOSURE  
COVER**

INDICATE WHAT IS INCLUDED IN THE ENVELOPE WITH THE LETTER

October 30, 2015

Lincoln County 4-H Leaders' Association  
801 N Sales Street, Suite 101  
Merrill, WI 54452

Dear 4-H Leaders' Association:

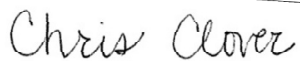
It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the Leadership Washington Focus Trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Lincoln County 4-H.

I believe my five years of 4-H experience has prepared me well for representing the Lincoln 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 Lincoln County 4-H Junior Ambassador. 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 Space Camp delegate last year is just one illustration of my commitment to learning in 4-H. While at Space Camp, I challenged myself to meet new people and learn as much as I can and, then, following Space Camp I presented new knowledge with my fellow youth members at my Club Meeting.

In closing, I hope to be a Lincoln County delegate to Leadership Washington Focus Trip to learn more about 4-H. My previous experience representing Lincoln 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](mailto: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 opportunity 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](mailto:chris.clover@net.net)

## **OBJECTIVE**

Seeking an interview for the Leadership Washington Focus Trip.

## **EDUCATION**

Tomahawk Middle School; 7<sup>th</sup> grade. To Graduate in 2011.  
Clover 4-H Club; 4-H member for 5 years.

## **LEADERSHIP**

**Lincoln Co. 4-H Ambassadors. Junior Ambassador, 2012-Present.**

My responsibilities include helping emcee a variety of 4-H events. This position helps me strengthen my communication and time management skills.

**Clover 4-H Club. Treasurer, 2012-2013.**

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.

## **4-H PROJECTS**

**Foods & Nutrition. 2010-Present.**

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. 2010-Present.**

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**

### **Lincoln Co. 4-H Communications Festival.** 2008-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.

### **4-H Summer Camp.** 2010-2013.

I was a camper at 4-H Summer Camp for three years. I learned how to paddle a canoe and gained independence from camp because I was able to do a variety of activities and make many friends.

### **Farm-Olympics.** 2010-2013.

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 Ambassadors.

### **Space Camp.** Delegate, 2013.

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.

## **SCHOOL & COMMUNITY**

### **St. John's Church Youth Group.** 2010-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.

## **SERVICE-LEARNING**

### **Food Pantry.** 2010 - 2013.

As a project with my club, we held a drive for the local food pantry. We held a contest at our club meeting 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**

- Tomahawk Middle School High Honor Roll, 2012-2013.
- Most Motivated Player, Volleyball, 2013.
- Space Camp Delegate, 2012.
- Blue 4-H Record Book Award, 2010-2013.

## **Chris Clover**

1129 4H ROAD  
FOUR CLOVER, WI 58965  
555-111-7777  
[chris.clover@net.net](mailto:chris.clover@net.net)

## **REFERENCES**

### **Ms. Karen Lincoln**

English Teacher  
Tomahawk Middle School  
1234 S. Leadership St.  
Tomahawk, WI 51235  
715-123-4567  
[karen.lincoln@school.com](mailto:karen.lincoln@school.com)

Ms. Lincoln is my English teacher.

### **Mr. David Clover**

6985 N. Shamrock St.  
Tomahawk, WI 51235  
715-234-5698  
[cloverdj@net.net](mailto:cloverdj@net.net)

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

### **Ms. Anna Fourleaf**

16 W Service St.  
Tomahawk, WI 51235  
715-987-3569  
[afourleaf@gmail.com](mailto:afourleaf@gmail.com)

Ms. Fourleaf was my Advisor on the Space Camp trip.

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



# Lincoln 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.

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

**Overall**

- ☐ I have completed every component of the Cover letter, Resume and information page 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:***

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***My Cover Letter & Resume can improve in these ways:***

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**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.

## ***Lincoln County 4-H 2016 Resume Preference Form***

<b>Name</b>		<b>Age</b> (As of January 1, 2017)	
<b>Email</b>		<b>Current Grade</b>	

In the chart below, please indicate what opportunities have you previously participated in or received with the year you received that award and rank in order (one being the most desired) those trips you would be most interested in being considered for:

<b>RANK OR YEAR RECEIVED</b>	<b>OPPORTUNITY AVAILABLE</b>	<b>AGE REQUIREMENTS</b>
	4-H Junior Ambassador	Grades 6 - 8
	4-H Ambassador	Grades 9 and above
	4-H Camp Junior Director	Grades 10 and above
	4-H Camp Counselor	Grades 9 and above
	4-H Scholarship	Current member of 4-H who is graduating from high school this year or is currently attending a college or university.
	U.S. Space Camp	Grades 6 – 8 (max of 15 years of age by trip date)
	Leadership Washington Focus	Grades 7 - 9
	Wisconsin 4-H and Youth Conference	Grades 7 - 10
	Citizenship Washington Focus	Grades 10-12 (min of 15 years of age by trip date)
	National 4-H Congress	Grades 10-12 (max of 18 years of age by the first of the year attending)
	National 4-H Conference Consideration at State Level	Grade 10 – 12 (max of 18 and min of 15 years of age by the first of the year attending)
	National 4-H Dairy Conference Consideration at State Level	Grade 10 - 12
	"I Dare You" Leadership Award	Ages 15 - 18
	Key Award	Grade 9 and above
	Crowley Leadership Award	Grade 10 - 12

Dates available for interview (please check all dates that will work for you):

- ☐ Wednesday, November 16 from 6-8 pm
 ☐ Thursday, November 17, from 6-8 p.m.  
☐ Saturday, November 19 from 1-4 p.m.
 ☐ Monday, November 21 from 6-8 p.m.  
☐ COLLEGE STUDENTS ONLY: I will be attending college away from home at that time and would like my application considered for the indicated opportunities without an interview. I understand that I may be asked to attend an interview if the awards committee believes it is necessary.

# LINCOLN COUNTY 4-H RESUME ADULT RECOMMENDATION

The following applicant \_\_\_\_\_ is applying to represent the Lincoln County 4-H program on an out-of-county trip and/or to be selected as a 4-H Award recipient and/or be selected to serve in a key 4-H leadership position. 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 Lincoln County 4-H if selected?* \_\_\_\_ Yes \_\_\_\_ No

*How long have you known this 4-H member?* \_\_\_\_\_

*In what capacity do you know this member?* \_\_\_\_\_

2)

<b>Evaluate the Member</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
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:**  
Lincoln County UW-Extension Office - Resume Recommendation  
801 N Sales Street, Suite 101  
Merrill, WI 54452  
**DEADLINE DATE: November 1, 2016**