

Lincoln County 4-H Youth Leader Resume Process Workbook



A Resume and Cover Letter Guide

A variety of opportunities exist for Lincoln County 4-H youth leaders – ages 6th grade and older.

Youth applying for a trip will receive a scholarship for the 4-H year. It will be the responsibility of the youth to enroll in a trip for which he or she will receive a scholarship. If a youth misses enrolling for the trip, the scholarship will not be awarded.

Resume Workshop

November 3, 2022

6:00 pm,

Extension Lincoln County

Register:

bit.ly/LC4HResumeWorkshop

Earn 10 points by attending this workshop!

Guide to Creating a Resume and Cover Letter

Table of Contents:

What you will return to the extension office **BY NOVEMBER 11th.**

- q One cover letter
- q One resume
- q One letter of recommendation (reference) from any adult *except a relative*
- q One Preference Form

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NOTE: If you have questions regarding what is expected or how to complete the application, please call the 4-H/Extension Office at (715-539-1072) or email melissa.yates@wisc.edu. We will be happy to set up a time to help you with your cover letter and resume application!

Opportunities & Guidelines:

To learn about the travel and leadership opportunities and for award guidelines please visit the following webpage.



The Lincoln County 4-H Leaders' Association, Inc. provides a scholarships to all youth who are interested in attending a travel experience through this process. The estimated cost reflects the amount that the youth selected is responsible to pay.

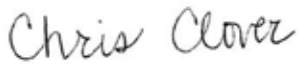
County Requirements for Trips, Awards, & Leadership Opportunities

The Lincoln County 4-H Leaders' Association will offer financial assistance for one award trip per 4-H enrollment year and for each trip once during their 4-H career. In order to qualify for financial assistance for trips, members must:

1. Turn in a resume and cover letter
2. Complete trip/award registration as requested
3. Participate in interview
4. Help promote 4-H and the available trips upon return

Note: Youth are able to enroll in a travel experience without being selected for a scholarship or going through this process. The individual's family would be responsible for the total amount of the trip in this case.

Cover Letter Outline

| | |
|---|--|
| DATE | DATE YOU ARE TURNING THE LETTER IN |
| ADDRESS | ADDRESS OF THE INDIVIDUAL/OFFICE RECEIVING LETTER |
| SALUTATION | GREETING TO INDIVIDUAL RECEIVING LETTER |
| PARAGRAPH 1 | WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY OUTLINING YOUR OBJECTIVE (I.E., EARN A TRIP OR AWARD). |
| PARAGRAPHS 2 OR 3 | PROVIDE SPECIFIC EXAMPLES TO EXPLAIN WHY YOU ARE <u>UNIQUELY</u> QUALIFIED TO REPRESENT LINCOLN COUNTY 4-H. TELL ONE OF YOUR LEADERSHIP STORIES, EXPLAIN WHAT YOU'VE LEARNED AND WHAT SKILLS YOU HAVE GAINED. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. |
| FINAL PARAGRAPH | THANK THE LEADERS' ASSOCIATION FOR CONSIDERING YOU 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 |

Cover Letter Sample

October 1, 2021

Lincoln County 4-H Awards Committee
801 N. Sales Street
Merrill, WI 54452

Dear 4-H Awards Committee:

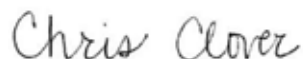
It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the American Spirit Trip and a spot as an Ambassador. My leadership experiences and dedication to personal development make me a first-rate choice to represent Lincoln County 4-H.

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. I helped organize and host 4-H Day at the Fair this summer, which involved setting goals, working with my team, and troubleshooting at the last moment. Despite the fact that we didn't get all our supplies to the Fairgrounds on time, we created a great station and I loved the thankyou I got from the kids who joined us.

Additionally, I served as a Space Camp delegate last year. While on the trip, I challenged myself to meet new people and learn as much as I could. It was hard at first but then I met some other quiet people and am still in touch with them. When I got back, I presented new knowledge with my fellow youth members at my Club Meeting. I think this demonstrates my dedication to learning and growing in 4-H.

In closing, I hope to be a Lincoln County delegate to American Spirit 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 to schedule an interview. I look forward to discussing my qualifications with you in person.

Sincerely,



Chris Clover

Resume Outline

NAME

PHONE NUMBER

EMAIL

ADDRESS

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 short list of your responsibilities

4-H PROJECTS

List all projects in which you are or have been enrolled and the number of years enrolled.

4-H ACTIVITIES

List all prominent 4-H activities and the number of years participated.

SCHOOL & COMMUNITY

List all significant school and community activities

- 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.

COMMUNITY SERVICE/VOLUNTEERING

List all significant 4-H and non-4-H service projects and the number of years participated.

ACHIEVEMENTS

received.

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

Resume Sample

Chris Clover

555-111-7777

chris.clover@net.net

1129 4H ROAD, FOUR CLOVER, WI 58965

EDUCATION

Emerald Middle School, 7th grade, Graduate in 2018

Lucky Clovers 4-H Club Member, 5 years

LEADERSHIP

County 4-H Ambassadors 2019-Present

- Emceed various 4-H events as representative of the program
- Planned three county-wide events with fellow ambassadors
- Strengthened communication and time management skill

Lucky Clovers 4-H Club. Treasurer, 2019-2020

- Keep all financial records for the club including deposits, account balancing, and writing checks
- Help create the club budget
- Learn how to manage money in new way

4-H PROJECTS

Foods & Nutrition 2020-Present

- Exhibited at the Foods Revue for three years with increasingly complex foods
- Studied nutrition and table etiquette then co-led workshop

Photograph 2018-Present

- Learned how to create interesting photos by using the rule of thirds and leading lines.
- Participated in two digital photo workshops to strengthen project skills

4-H Activities

WI Youth Conference 2020

- Exhibited at the Foods Revue for three years with increasingly complex foods

Fall Forum 2019-20

- Participated in the youth and adult leadership weekend attending seminars and other activities

SCHOOL & COMMUNITY

St. John's Church Youth Group 2019-Present.

- Attend 90% of regular meetings and greet members and newcomers
- Participate in 2 to 3 service-learning projects per year
- Learn about my community and the importance of helping others.

Food Pantry 2019-2020

- Assisted with local drive to collect baby items
- Collected donated items when delivered

SCHOOL & COMMUNITY

- Space Camp Delegate 2019
- Emerald Middle School – High Honor Roll 2019-2020
- Most Motivated Player, Volleyball 2020
- Outstanding 4-H Member 2020

REFERENCES

Ms. Karen Lively – English Teach

English Teacher
Emerald Middle School
1234 S. Leadership St.
Emerald, WI 51235
715-123-4567
karen.Lincoln@school.com

Mr. David Clover - 4-H Club Leader

6985 N. Shamrock St.
Emerald, WI 51235
715-234-5698
cloverdj@net.net

Ms. Anna Fourleaf – Space Camp Advisor

16 W Service St.
Emerald, WI 51235
715-987-3569
afourleaf@gmail.com

***Note: A reference should not be from a family member. Find someone in the community that knows you and your involvement.**

4-H Resume Self Evaluation Checklist

Do Not turn this in with your application.

This checklist is to NOT be turned in with the application. 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.

Cover Letter

- My cover letter is in business letter format with the correct spacing and punctuation.
- My cover letter refers to my resume, but does not repeat it.
- My cover letter narrates my qualifications for being selected for a trip or award.
- My cover letter is typed and uses the same font as my resume.
- I have expressed emotion in my cover letter.
- I share at least one specific example/story that highlights my skills.
- My cover letter is tailored for the trips I would prefer to attend.
- I used "I" in my Cover letter.

Resume

- I arranged my resume in an organized, logical way.
- I did not use the words "I" or "my" on my resume.
- My resume is in chronological order.
- My resume has a good balance of text and white space.
- My resume is typed and I used the same font throughout.
- I used action words to describe my accomplishments and experiences.
- I used lists -not complete sentences - to describe my achievements
- This resume is representative of me and my personality.
- My resume is tailored for this particular application/trip.
- I do not think I was shy about my accomplishments and experiences.

Reference Sheet

- I have contacted three adults that can speak to my qualifications and received their permission to include their information on my referencesheet.
- I included the adults' names, titles, addresses, phone numbers, and emails,
- In one sentence told how the person serves as a good reference for me or know of my qualifications.

Adult Recommendation

- 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.
- I provided the adult with pertinent information about the 4-H Cover Letter and Resume process.

Overall

- I took time to complete my Cover letter and Resume with care.
- It is an example of my best written communication skills.
- I have thoroughly completed every component of the Cover letter, Resume and References page.
- My application materials have none or few spelling, format, or grammar errors because I have proofread it, AND so has a trusted adult.
- I included specific details while being concise.
- My application represents my most significant 4-H experiences to date.
- It includes evidence of accomplishments, leadership, improvement, reflection, and learning.

I think the strengths of my cover letter & resume are:

My Cover Letter & Resume can improve in these ways:



Lincoln County 4-H 2022 Trip & Award Preference

| | | | |
|--------------|--|------------------------------------|--|
| Name | | Age (As of January 1, 2022) | |
| Email | | Current Grade | |

Please indicate (rank in order) what opportunities (1 being the most desired) those trips you would be most interested in being considered for:

| RANK CHOICES | OPPORTUNITY AVAILABLE | GRADE REQUIREMENTS (AS OF 1/1/22) |
|--------------|---|---|
| | 4-H Ambassador | Grades 7 and above |
| | U.S. Space Camp | Grades 6 – 8 (max of 15 years of age by trip date) |
| | Wisconsin 4-H and Youth Conference | Grades 7 - 10 |
| | American Spirit – East | Grades 8-10 |
| | Leadership Washington Focus | Grades 6-8 |
| | 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) |
| | Key Award | Grade 9 and above |
| | I Dare You Award | Grade 9-11 (Lincoln County Members Only) |

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Lincoln County 4-H Experience & Leadership Adult Recommendation

The following applicant, _____, is applying to represent the 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. Recommendations are confidential and should not be returned to the 4-H youth.

Please complete the following recommendation and return as directed below.

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? _____

| 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 | | | | | |
| Dependable | | | | | |
| Communication | | | | | |
| Leadership Skill Set | | | | | |
| Mature | | | | | |
| Problem Solver | | | | | |

On one separate sheet, please briefly share 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:
 Melissa Yates, Lincoln County 4-H Educator
 Scan & Email to: Melissa.yates@wisc.edu
DEADLINE DATE: November 11, 2022