

UNIVERSITY OF WISCONSIN-EXTENSION
DOOR COUNTY EXTENSION OFFICE
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2260 FAX (920) 746-2531

2009 Guide to Creating Resume and Portfolio for 4-H Awards, Trips and the World Beyond!

Overview Workshop: Sept. 16th at 7 p.m.

All materials due Wednesday, October 28

Interview: Monday, November 9th or Tuesday, November 10th

This packet contains:

- Page 1: Overview of 4-H Trips and Opportunities
- Page 2: Tips for Creating Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Sample Cover Letter
- Page 5: Resume Outline
- Page 6: Sample Resume
- Page 7: Portfolio Instructions
- Page 8: Summary Page and Evaluation
Adult recommendations (2)

NOTE: Delegates for 4-H Exchange trips, camp counselors, and camp dishwashers will NOT be selected through the resume/portfolio process, but through a different application process.

WHAT YOU WILL TURN IN BY OCTOBER 28th, 2009

- A cover letter.
- A resume.
- Two completed recommendations (**enclosed**). One from a 4-H leader familiar with your work. This could be your general leader or another project leader. The other one will be from another person of your choice. **Ask for these early!** They should be sent directly to the Extension Office to be included with your packet (it would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation).
- A portfolio.
- The short evaluation at the end of this packet, including the three best times to schedule your interview. Hand it in with your resume/portfolio.

If you have any questions regarding resumes and portfolios, including what is expected to complete the process, call (746-2260) or email (dawn.kuelz@ces.uwex.edu). If you need any additional help, don't hesitate to call or e-mail with questions!



Dawn Kuelz
4-H Youth Development Agent

OVERVIEW OF 4-H TRIPS AND OPPORTUNITIES

Wisconsin 4-H and Youth Conference:

Grades: 8th-10th. Held on the UW-Madison Campus with about 600 youth from around Wisconsin.

Delegates attend workshops, group activities and leadership development opportunities. **Cost to Member:** Approximately \$125 as 50% of your cost and transportation fees (shared bus with other counties) are paid by the Adult Leaders Board.

Ambassadors: Youth who have previously attended Wisconsin 4-H and Youth Conference as a delegate are eligible to attend again as an ambassador, and register primarily for workshops with a leadership focus. ***There is also an expectation to use skills gained back in the county and do a presentation for your club upon return.*** **Cost to Member:** Approximately \$100 as 50% of your cost and transportation fees (shared bus with other counties) are paid by the Adult Leaders Board.

American Spirit Experience:

Grades 9th – 10th. Participants will study American heritage, develop leadership skills and learn about citizenship. This trip includes travel to Philadelphia, Boston, New York, Niagara Falls and Lexington. ***There is also an expectation to use skills gained back in the county and do a presentation for a club upon return.*** **Cost to Member:** Dependent on the number of participants, approximately \$500 as 50% is covered by the Adult Leaders Board.

Citizenship Washington Focus (CWF):

Grades: 10th-12th. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. Travel by bus with other youth from Wisconsin. Trip includes a tour of Gettysburg, workshops, speakers, committee work, field trips and social events.

There is also an expectation to use skills gained back in the county and do a presentation for a club upon return. Delegates travel in June or July. **Cost to Member:** Approximately \$425 as 50% is covered by the Adult Leaders Board.

National 4-H Dairy Conference:

Grades/Ages: 10th-12th with maximum age of 18 as of January 2009. Held October, 2010.

Applicants must have at least three years of 4-H dairy project experience, outstanding dairy records. Participants learn about production, processing, marketing and use of dairy products, and develop a broader understanding of careers available in the dairy industry. **Cost to Member:** Approximately \$120 as 50% of costs covered by 4-H Adult Leaders. No coordinated transportation provided, but gas costs are reimbursed.

National 4-H Congress: (It is suggested for applicants to have first attended CWF.)

Grades: 10th-12th. Delegates gather in Atlanta, GA, over Thanksgiving weekend 2010 and participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country. ***There is also an expectation to use skills gained back in the county and do a presentation for a club upon return.*** **Cost to Member:** Approximately \$500; as the Adult Leaders Board pays 50% of the cost.

National 4-H Conference:

Grades/Ages: 10th-12th with maximum age being 18 as of January 2010. Participants gather at the National 4-H Center in Maryland in early April and select an issue to work with other youth from across the country to develop plans for future 4-H programming. County applicant is forwarded to state where 6 delegates are selected. ***There is also an expectation to use skills gained back in the county and do a presentation for a club upon return.*** **Cost to Member:** Approximately \$500; as 50% is covered by the 4-H Adult Leaders.

4-H Key Award

Must be at least 14 years of age as of January 1, have completed 3 years in 4-H and 1 year of youth leadership. This award is given to a member who has shown consistent growth throughout their 4-H involvement, developed and applied their leadership skills, and actively participated in functions of their club and community. It is one of the highest honors a 4-H member can receive.

TIPS FOR DOING YOUR COVER LETTER AND RESUME

- ◆ **Use a computer.** 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, Dawn would be happy to assist you at the Courthouse after regular business hours. The cover letter and resume **cannot** be handwritten.
- ◆ **Plan ahead.** Go through each part of the resume and cover letter before typing. 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?
- ◆ **Order is important.** Resumes are typically put together by putting information in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.
- ◆ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose a common and appropriate font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no more than 14. Use the same font throughout your document. Use 1" margins at the top, bottom and on both sides of your page. You may have a two-page resume. Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after it.
- ◆ **Individualize it.** This is YOUR resume and cover letter. Add your own personality to it.
- ◆ **Proof it.** Your documents should be free of spelling errors. Use spell check and follow up by having at least two other people proofread your cover letter and resume. This is where many people make minor mistakes! Don't lose points in the process by forgetting to proofread your documents!
- ◆ **Ask for help if you need it.** If you have never gone through this process, you will probably have questions. Don't hesitate to ask! My office number is 746-2260 and my email is dawn.kuelz@ces.uwex.edu. If it's past office hours, leave a message with a time that will be good for me to get in touch with you. I want everyone to have a good experience with this process! Make sure to ask questions or get clarification if you don't understand something.

COVER LETTER OUTLINE

DATE (that you are mailing it)

UW-Extension
4-H Trip/Award Selection Committee
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Selection Committee:

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 - 4

This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to represent Door County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending/receiving the trip or award. If going on a trip, you may also share what you will bring back with you after attending. **Give examples to help explain your statements.**

FINAL PARAGRAPH

Close the letter. Thank the committee for considering your resume and portfolio.

Sincerely,

Type Your Name Here As You Will Sign It Above
(Don't forget to sign your letter!)

SAMPLE COVER LETTER

October 26, 2009

UW-Extension
4-H Trip/Award Selection Committee
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Selection Committee:

It is my pleasure to submit my resume and portfolio to be considered as a delegate for **Wisconsin 4-H and Youth Conference**.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume and portfolio highlights my 4-H involvement. Participation in other 4-H events has made me interested in attending Wisconsin 4-H and Youth Conference.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county speaking contest, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at many Horse and Pony events.

Last summer I was involved with the in-state exchange. I enjoyed meeting other 4-H members both in Door County and in Walworth County. The exchange made me want to experience more in 4-H, especially beyond Door County. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the great opportunity to meet 4-Hers from across Wisconsin, while taking part in fun classes. If I got to attend I would do a good job representing Door County and would tell other 4-H members in my club and in the county what Conference was all about and why they should attend.

I hope to attend Wisconsin 4-H and Youth Conference to learn more about 4-H and to meet other people. My past experiences representing Door County, enthusiasm to be involved, and my willingness to share what I learn with others make me a great candidate.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Chris Clover

Chris Clover

RESUME OUTLINE

NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

EDUCATION

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

4-H SUMMARY

4-H club name, years in 4-H (**do not count years as a cloverbud**)

List all projects in which you are or have been enrolled.

Include the number of years you have been or were a member of that project.

4-H ACTIVITY INVOLVEMENT

Summarize all 4-H activities in which you have participated and the number of years you participated. Include both club and county involvement.

SKILL DEVELOPMENT

Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

PERSONAL DEVELOPMENT

Translate what you have personally gained as a result of participation in 4-H projects and activities into personal attributes.

OTHER ACTIVITIES

In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

SAMPLE RESUME

Chris Clover
425 Green Lane
Forestville WI 54213
920/999-9999
4hrocks@tnt.com

EDUCATION

Green Meadow Middle School, 8th grade

4-H SUMMARY

Lucky Clovers, 6 years
Horse and Pony, Foods and Nutrition, 6 years
Arts and Crafts, 5 years
Poultry, 3 years
Flowers, 2 years

4-H ACTIVITY INVOLVEMENT

Club

Booster Button Sales, 5 years
Dairy Bar Worker, 5 years
Club Fundraiser, 5 years
Sr. Citizens Holiday Party, 5 years
Club Float, 3 years

County

County Fair Exhibitor, 5 years
Speaking Contest, 5 years
Horse Committee Volunteer, 4 years
Quality Market Animal Sale, 2 years
County Fair Helper, 2 years
In-state Exchange, 2 years
Junior Leaders, 2 years
Horse Drill Team, 2 years

SKILL DEVELOPMENT

- * Knowledge of healthy food choices.
- * Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
- * Knowledge of horse nutrition, fitting, training, and showing in both Pleasure and Gymkhana.
- * Knowledge of poultry nutrition, grooming, background, and showing.
- * Basic knowledge of various flowers and care needed.
- * Cultural arts skills: drawing, painting, macramé, leathercraft, and stenciling.

PERSONAL DEVELOPMENT

- * Effective communication skills including spoken and written.
- * Ability to work well with others including youth and adults.
- * Ability to work toward personal goals from start to finish.
- * Effectively works well in team situations, including showing and sportsmanship.

ACTIVITIES

- * Religious Education, 3 years
- * Church volunteer, 3 years
- * Honor Roll, 2 years
- * Chorus, 2 years

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.

WHAT NEEDS TO BE INCLUDED IN THE PORTFOLIO:

1. On one page, answer the following, **“4-H builds leadership skills. Think about and describe one of your most significant 4-H leadership experiences.”**
2. On one page, answer the following question, **“How would you describe 4-H to someone who had never heard of it before? If that person asked why you are in 4-H, what would you say?”**
3. Pick your two most important projects or activities. Dedicate between two-four pages to those projects (no more than 2 pages per project/activity) and with both pictures and words talk about those projects. Include the following:
 - Skills gained over the years
 - Goals set and achieved
 - Specific leadership roles in the project
 - How you have personally grown from the project

For example, if you listed skills learned from participating in an animal project, 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.

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 selection committee 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!

WHAT DO YOU THINK?

This is my _____ year completing the resume/portfolio process.

1. As a result of constructing my resume/portfolio I: *(check all that apply)*

- learned more about myself *(If checked, list at least one thing that you have learned)* _____
- better understand why I'm in 4-H
- know how to put a resume together
- better understand what skills I have gained from 4-H
- will set higher project goals this year *(If checked, list at least one goal you are setting this year)* _____
- will take on a new 4-H challenge *(If checked, list at least one new challenge you plan to take on this year)* _____
- Other(s): List: _____

2. Through your experiences in 4-H, please check the skills you have developed:

- | | | |
|--|--|--|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Responsibility | <input type="checkbox"/> Ability to work with others |
| <input type="checkbox"/> Listening skills | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Presentation skills | <input type="checkbox"/> Self-confidence | <input type="checkbox"/> Goal setting |
| <input type="checkbox"/> Organizational skills | | |

3. Select one skill listed above and describe how 4-H has helped you develop this skill. Please be specific and use examples.

INTERVIEWS

As part of the trip and award selection process, you will need to attend an interview. Interviews are **Monday, November 9th** and **Tuesday, November 10th** starting at **6:00 p.m.** Each interview will be approximately 15–20 minutes. Please check all times you are available that night. If you have a preference, please list them 1st, 2nd, 3rd, etc.

Monday, November 9

- 6:00 7:20
- 6:20 7:40
- 6:40 8:00
- 7:00 8:20

Tuesday, November 10

- 6:00 7:20
- 6:20 7:40
- 6:40 8:00
- 7:00 8:20

If you can't make it either of these days, please list a day and time November 9-13 you would be available. _____

ADULT RECOMMENDATION

The following applicant _____ is applying to represent the Door County 4-H program on an out-of-county trip and/or to be selected as the 4-H Key Award recipient. You have been identified as a person who could speak to their qualifications for these trips or the Key Award.

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:

**Door County Extension Office
4-H Trip and Award Recommendation
County Government Center, 421 Nebraska Street
Sturgeon Bay, WI 54235**

DEADLINE DATE: OCTOBER 28

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