

August 28, 2009

SAMPLE

Dear Recognition Committee,

I would like to represent Vernon County next summer as a delegate to the Citizen Washington Focus trip. I have just completed 10th grade and would like to travel to Washington D.C. to learn more about our government.

I am enclosing a resume which highlights my education, 4-H participation and community involvement. I will share what I learn on this trip with members of my club and the Leader Parent Federation.

I hope you will give me consideration for an award trip. It would be a 4-H experience I will never forget.

Sincerely,

Tyler Jones

RESUME SAMPLE

Tyler Jones
333 Hillside Road
Anytown, WI 53821
(608) 441-7834
tylerj@hotmail.com

Objective

Vernon County 4-H Delegate to Citizen Washington Focus

Education

Junior, LaFarge High School
GPA: Overall 2.6

4-H Experience

Hillside Helpers 4-H Club

2002 to Present

Club Reporter, 2005 - present

Attended club activities, took pictures, and wrote articles for paper regarding the clubs activities, events, and meetings.

Community Service Committee Member, 2002 - present

Organized nursing home visits and Christmas caroling for club.

4-H Photography Project

2002 to Present

Attended county and state photography workshops

Planned photography workshop at Super Saturday

Exhibited photographs at Wisconsin State Fair

Youth Ambassadors

2006 to Present

Co-organized 4-H Dance

Helped plant trees

Helped with Super Saturday and regional presentation in Milwaukee

Honors

Hillside Helpers 4-H Outstanding Club Member Award

Cecil Chapin Best Enlargement Photography Award

Activities

Church Youth Group

Yearbook Staff

References Betty Blain, Hillside Helpers 4-H Club Leader 608-632-1224

Dan Hardy, 4-H Photography Leader 608-647-2345