2013 Guide to Creating Resume and Applications for 2014 4-H Trips and Beyond!

All materials due Monday, October 28, 2013

Interviews are Sunday, November 17 starting at 1:00p.m. at the James P. Coughlin Center

This packet contains:
- Page 1: Overview of 4-H Trips, Opportunities and Awards
- 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: Application Questions
- Page 8: 4-H Interview Application Comments
- Page 9: Adult Recommendation (non relative) from a 4-H reference.
- Page 10: Adult Recommendation (non relative) from a non 4-H reference (teacher, community leader, etc.).

WHAT YOU WILL TURN IN BY October 28, 2013

- A cover letter.
- A resume.
- Answers to the Application Questions.

The Adult Recommendations will be sent directly to the Extension Office by the people filling out the form. **Ask for these early and in person (face-to-face or phone).** Share with the person who you are asking what the recommendation is for and ask if they need any information to help them. It is also helpful to include a pre-addressed stamped envelope with your recommendation form when giving it to the person writing the recommendation.

Applications will be accepted hard copy or via email with electronic signatures.

- Interview are scheduled between 1:00-3:00p.m. If you have a preference for an interview time, contact René.

If you have any questions regarding resumes or the application process, call 920-232-1974 or email rene.mehlberg@ces.uwex.edu.

René L. Mehlberg
4-H Youth Development Educator
Winnebago County UW-Extension
### 2014 Overview of State & National 4-H Trips
Discuss options with your parents/guardians.

<table>
<thead>
<tr>
<th>TRIP DESCRIPTION</th>
<th>GRADES</th>
<th>TOTAL COST</th>
<th>YOUR COST</th>
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<tbody>
<tr>
<td><strong>U.S. Space Camp</strong></td>
<td>6th – 8th grade</td>
<td>Approx. $500</td>
<td>Financial assistance from 4-H Leaders Assn will vary depending on number of applicants with maximum being 50% of trip.</td>
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<tr>
<td>Huntsville, Alabama</td>
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<td>Tentatively April 25-27, 2014</td>
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<tr>
<td>Explore the fascinating world of aerospace, astronomy, and technology. Maximum age is 15 at time of trip.</td>
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<td><strong>Wisconsin 4-H &amp; Youth Conference</strong></td>
<td>7th – 10th grade</td>
<td>Approx. $260</td>
<td>Financial assistance from 4-H Leaders Assn will vary depending on number of applicants with maximum being 50% of trip.</td>
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<tr>
<td>Madison, WI -- June 23-26, 2014</td>
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<td>Set up like a mini-college. Pre-sign for a variety of seminars, motivational speakers, dances, recreation, &amp; more.</td>
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<tr>
<td><strong>4-H American Spirit Experience</strong></td>
<td>8th - 10th grade</td>
<td>Approx. $1100</td>
<td>Financial assistance from 4-H Leaders Assn will vary depending on number of applicants with maximum being 50% of trip.</td>
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<td>Tentatively June 18-26, 2014; travel by bus to Philadelphia, Boston, New York, Niagara Falls, Lexington, and Canada. *** Youth need a passport to travel into Canada *** *** Youth are strongly encouraged to attend Wisconsin 4-H &amp; Youth Conference before attending American Spirit ***</td>
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<tr>
<td><strong>Citizenship Washington Focus</strong></td>
<td>10th-12th grade</td>
<td>Approx. $1100</td>
<td>Financial assistance from 4-H Leaders Assn will vary depending on number of applicants with maximum being 50% of trip.</td>
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<td>Choice of dates mid-June through mid-July. Travel by bus to the National 4-H Center in Washington, D.C.; meet 4-Hers nationwide; learn about citizenship, government, history. Lots to see &amp; do!</td>
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<td><strong>National 4-H Congress</strong></td>
<td>Grades 10-12 at time of selection. Maximum age of 18 by January, 2014. <strong>Must be a current 4-H member during year travel.</strong></td>
<td>Approx. $1100</td>
<td>Financial assistance from 4-H Leaders Assn will vary depending on number of applicants with maximum being 50% of trip.</td>
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<td>Atlanta, GA</td>
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<td>Fly to Atlanta, GA where you'll spend November 28- December 2, 2014 participating in seminars, meeting 4-H members from across Wisconsin and the United States, and celebrating accomplishments you and others have made in 4-H. Expect a lot of motivation and inspiration at this one!!</td>
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<td>Washington D.C. April 4-10, 2014. If selected at the county level, you'll complete the state level application. Six youth are selected for the statewide delegation. Delegates give input on future direction 4-H takes at the national level. Enjoy the sights and bustle of Washington. *** If selected, you are required to complete an additional application to submit to the state, due December 1.</td>
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TIPS FOR WRITING YOUR COVER LETTER AND RESUME

♦ **Do your best!** For some this is the first time putting together a cover letter and resume. That’s okay. Do your best. The selection committee will consider your grade and ability during the selection process.

♦ **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, René can help you at the Extension Office by appointment. 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 in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement and Other Activities. Resumes are usually between 1-2 pages. See sample resume for example or check out the following:
  
  [www.teenadvice.about.com/cs/writingaresume/](http://www.teenadvice.about.com/cs/writingaresume/)  

♦ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as shown 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. 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 the first time you use 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.** Don’t hesitate to ask! My office number is 920-232-1974 and my email is rene.mehlberg@ces.uwex.edu. If it’s past office hours, leave a message with a time that will be good to get in touch with you. Make sure to ask questions or get clarification if you don’t understand something.
DATE (that you are mailing it)

Winnebago County UW-Extension Office
Attn: 4-H Trip & Award Selection Committee
625 E Cty Rd Y, Suite 600
Oshkosh WI 54901

Dear Selection Committee:

PARAGRAPH 1
What are you sending and why are you sending it? Include by listing the opportunities for which you want to be considered.

PARAGRAPHS 2 - 3
This is the “why me?” section. Explain in no more than two paragraphs why you are qualified to represent Winnebago County 4-H and what you hope to learn. Ask yourself what makes you stand out from other applicants. Tell why you are interested in attending the trip. Also tell how you will share what you learned when you return. Give examples to help explain your statements.

FINAL PARAGRAPH
Close the letter. Thank the committee for considering your resume and application.

Sincerely,

Type Your Name Here As You Will Sign It Above
(Remember to sign your letter!)
October 16, 2013

Winnebago County UW-Extension Office
Attn: 4-H Trip & Award Selection Committee
625 E Cty Rd Y, Suite 600
Oshkosh WI 54901

Dear Selection Committee:

It is my pleasure to submit my resume and application to be considered as a delegate for Wisconsin 4-H and Youth Conference and 4-H American Spirit Experience.

This is my seventh year as a member of the Lucky Clovers 4-H club. I have been very active with my projects and I have had some great experiences. I have improved my communication skills by participating in the county speaking contest, serving as secretary for my club, and attending 4-H Winter Leadership Camp. I have learned to give back to my community by helping with my club’s senior citizens holiday party and helping at 4-H Cloverbud Blast.

Last winter I attended 4-H Winter Leadership Camp. I enjoyed getting to know other 4-Hers from Winnebago County and the other counties. I want to experience more in 4-H, especially beyond Winnebago County. Other 4-H members who attended Wisconsin 4-H and Youth Conference and American Spirit said it’s a great opportunity to meet 4-H members from across Wisconsin, while taking part in fun classes and sight seeing. If I got to attend I would do a good job representing Winnebago County and would tell other 4-H members in my club and in the county what Conference and American Spirit was all about and why they should attend.

I hope to attend Wisconsin 4-H and Youth Conference and American Spirit to learn more about 4-H and to meet other people. My past experiences representing Winnebago County, interest 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
RESUME OUTLINE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL (if applicable)

EDUCATION Current School or college name, and year in school (8th grade, Freshman)

4-H SUMMARY 4-H club name, years in 4-H
List projects in which you are or have been enrolled, but no more than 10. Include the number of years you have been or were a member of that project. Highlight the projects that you’ve been involved with the longest.

4-H ACTIVITY INVOLVEMENT Summarize major 4-H activities in which you have participated and the number of years you participated. Include all levels of involvement that you have including club, county, district, state.

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

PERSONAL DEVELOPMENT Explain what you have personally gained as a result of participation in 4-H projects and activities into personal qualities.

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 Clover Lane
Oshkosh WI 54901
920/999-9999
4hrocks@tnt.com

EDUCATION
Green Meadow Middle School, 8th grade

4-H SUMMARY
Lucky Clovers 4-H Club, 6 years
Horse and Pony and Foods and Nutrition, 6 years
Arts and Crafts, 5 years
Poultry, 3 years
Flowers, 2 years

4-H ACTIVITY INVOLVEMENT
Club
Demonstration, 5 years
Pizza Seller and Maker, 5 years
Club Fundraiser, 5 years
Sr. Citizens Holiday Party, 5 years
Club Float, 3 years
Club Secretary, 1 year

County
County Fair Exhibitor, 5 years
Speaking Contest, 5 years
Horse Committee Volunteer, 4 years
County Fair Helper, 2 years
Officer Training, 1 year
Horse Bowl, 1 year

District
4-H Winter Leadership Camp, 1 year

State
Horse Bowl, 1 year

SKILL DEVELOPMENT
* Knowledge of healthy food choices.
* Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
* Knowledge of horse nutrition, horse knowledge, fitting, training, and showing in both English and Western.
* Knowledge of poultry nutrition, grooming, background, and showing.
* Basic knowledge of various flowers and care needed.
* Cultural arts skills: drawing, painting, ceramics, leather craft, 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
* Summer Soccer, 6 years
* Church Volunteer, 5 years
* Library Reading Club, 4 years
* Honor Roll, 2 years
* Chorus, 2 years
QUESTIONS FOR ALL APPLICANTS

To help the selection committee gain a better sense of your 4-H knowledge and experience, please type your answers to the following questions. Use no more than 1 page for each question.

1. 4-H had many projects to meet the wide variety of needs and interests of youth and society. What is one project Winnebago County 4-H could improve or add to make 4-H more interesting to the youth in our county? Please also share your ideas of how to make that happen.

2. National 4-H Council is collecting stories about “The Revolution of Responsibility.” These are stories about 4-Hers making a difference, leading positive change, and making an impact in your community. Share your story about making a difference in 4-H. This could be participating in or leading a community service activity in your 4-H club or helping a younger 4-H member with a project. See more about “The Revolution of Responsibility” at http://www.4-h.org/about/revolution/
4-H INTERVIEW APPLICATION COMMENTS

Interviewers will be looking for the following when reviewing your application materials. They will share comments with you.

More areas will be looked at specifically for the interview, which will be shared later.

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<th>Needs Work</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
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<td><strong>Cover Letter</strong></td>
<td>Cover letter is unclear.</td>
<td>Cover letter is clear and organized.</td>
<td>Cover letter is well organized and effective. Tailored to trip.</td>
<td>Cover letter is creative, organized and contributes to a professional presentation.</td>
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<tr>
<td><strong>Resume</strong></td>
<td>Resume is unclear.</td>
<td>Resume is clear and organized.</td>
<td>Resume is well organized and effective. Tailored to trip.</td>
<td>Resume is creative, organized and contributes to a professional presentation.</td>
</tr>
<tr>
<td><strong>Answer to Questions (Written)</strong></td>
<td>Answers to questions are difficult to follow.</td>
<td>Answers to questions follow a logical progression.</td>
<td>Answers to questions show skill and creativity in organization.</td>
<td>Answers to questions show a strong structure which enhances effect of answer.</td>
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</table>
4-H REFERENCE FORM

Name of 4-H Member: ____________________________________________

As part of the process for selecting youth for Winnebago County 4-H Trips, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

- Leadership qualities
- Maturity
- Participation in 4-H program
- Responsibility
- Positive attitude
- Will positively represent the 4-H program

Please provide additional comments in the space below:

Print Your Name: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________

Phone Number: ___________________________ Email: ___________________________

PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE BY OCTOBER 28, 2013.

Winnebago County 4-H is a program of the Winnebago County UW-Extension.

THANK YOU!
NON 4-H REFERENCE FORM

Name of 4-H Member: ________________________________

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- Leadership qualities
- Maturity
- Participation in 4-H program
- Responsibility
- Positive attitude
- Will positively represent the 4-H program

Please provide additional comments in the space below:

Print Your Name: ________________________________

Signature: ________________________________

Phone Number: ________________________________

Email: ________________________________

Title: ________________________________

Date: ________________________________

PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE BY OCTOBER 28, 2013.

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THANK YOU!

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer. University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.