

Buffalo County 4-H



Delegates to the Out-of-State Service Learning Trip to Hawaii in the Pacific Ocean near the stream restoration service site.



Buffalo County 4-H delegates and camp counselor to Space Camp in Huntsville, Alabama.

Guide to Creating a Resume and Cover Letter for 4-H Awards, Trips, Scholarships and the World Beyond!

THE FINAL PRODUCT!

WHAT YOU WILL RETURN TO THE UW-EXTENSION OFFICE BY NOVEMBER 1

- q A cover letter.
- q A resume.
- q One letter of recommendation from any adult except a relative.
- q 4-H Youth Leader Trip Preference Form

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

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NOTE: If you have questions regarding what is expected or how to complete the application, please call the UW-Extension Office at 608-685-6256 or email Annie Lisowski at annie.lisowski@ces.uwex.edu . We will be happy to set up a time to help you with your cover letter and resume application!

LOOK at the Opportunities which 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 Buffalo County 4-H youth leaders. These opportunities are shared with you in hopes that you will consider getting involved.

Each year, the Buffalo County 4-H Leaders' Association sponsors a variety of trips, scholarships and awards available only to our 6th -12th graders. To be considered for any one of the trip, scholarship or award possibilities, you **MUST** complete a cover letter, resume and recommendation. This is used for FIVE, State 4-H & Youth Conference, Space Camp, American Spirit, Western Spirit, Out-of-State Service-Learning, Citizenship Washington Focus, National Congress, Key Award, Scholarships and nominations for any other state or national trips. After a 4-H Record is submitted by September Record Reviews, the 4-H resume forms are accepted at the UW-Extension Office **until November 1**. Interviews for the trip and award selection will be held **mid-November**.

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

*We are looking for interested older youth to be considered for something special!
Don't miss out on opportunities which await you!!*



FIVE Trip participants in Chicago at Navy Pier.



Service-Learning trip delegates with youth at the Denver Broncos Youth Center in Colorado.

OPPORTUNITIES FOR BUFFALO COUNTY 4-H YOUTH LEADERS

FIVE (FINDING INTERESTING VARIETIES IN EVERYONE)

FIVE stands for *Finding Interesting Varieties in Everyone* and FIVE diversity trip delegates have enjoyed learning about multiculturalism (appreciating different cultures) in a diverse location closer to home is a program that introduces 6th - 8th graders of the current year to concepts of diversity, acceptance, and tolerance of other individuals! Cost is approximately \$300.

Space Camp

4-H Missions in Space program is a fun-filled extended weekend in April at the U.S. Space & Rocket Center in Huntsville, Alabama where participants will complete a simulated Space Shuttle mission, experience training simulators, tour the U.S. Space & Rocket Center and learn about becoming an astronaut. Space Camp is open to youth in 6-8th grades. The cost of the trip is approximately \$550.

State 4-H & Youth Conference

The State 4-H & Youth Conference will be held in June on the UW-Madison campus. Up to 10 youth can attend from Buffalo County to become involved in a variety of seminars, tours, general assemblies and recreational opportunities. 4-H club involvement and leadership are important considerations. Participants must be in 7th, 8th or 9th grade in the current school year. Conference registration and transportation costs about \$300, plus any incurred seminar fees.

Out-of-State Service Learning

Buffalo County can name several youth as delegates on a service-learning trip to a different location out of state each year. On the trip, youth will complete a service project, learn about diverse cultures in a new state, and hope to meet with other youth from the state as well. Travel is by airplane. Participants must be in the 9th-12th grades in the current school year. Cost is approximately \$1300 plus the cost of a legal form of U.S. identification for travel (if needed).

American Spirit

The American Spirit Trip is a Northwest Region bus travel experience to Amish Country in Pennsylvania, New York City, Plymouth Rock, Boston and Niagara Falls. On the trip, youth will be responsible for conducting a teachable moment about a topic related to American history, learn about the many steps taken to gain the U.S. independence and freedom and gain a better understanding of America's heritage. Participants must be in the 9th-10th grades in the current school year. Cost is approximately \$1100 plus the cost of a passport for travel to Canada.

Western Spirit

The Western Spirit Trip is a Northwest and Southwest Regions bus travel experience to Badlands, Mount Rushmore, Jewel National Cave, Yellowstone, Grand Teton and more throughout the Western United States. On the trip, youth will participate in educational activities led by national service rangers, conduct a service project and enjoy some hiking and camping. The purpose of the trips is to create citizens who are educated about and advocates for conservation, preservation and the environment. Participants must be in the 9th-12th grades in the current school year. Cost is approximately \$1500.

4-H Citizenship Washington Focus

Buffalo County can send several youth leaders to Washington, D.C. with other delegates from the state for a week of studying citizenship and government, along with sightseeing in June or July. Young people to be considered should show positive development and leadership in all phases of 4-H work. Participants must be in the 10th-12th in the current school year. This experience costs about \$1300.

National 4-H Congress

Buffalo County can send up to three delegates. National 4-H Congress will be held in November in Atlanta, Georgia. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country. Participants must be in 11th -12th grades in the current school year. Cost is approximately \$1200 and the Wisconsin 4-H Foundation sponsors a portion.

Wisconsin 4-H Key Award

Buffalo County can select up to two people to receive this award. The award is sponsored by the WI Farm Bureau Federation and Affiliates. Its purpose is to provide special recognition to 4-H members, who have shown consistent growth in their 4-H Program; who have developed their leadership ability; and who have been helpful members in their club and community. 4-H youth leaders considered for this award often apply as 12 graders of the current school year and have completed at least three years of 4-H youth leadership.

National 4-H Conference

Buffalo County can nominate one youth for further consideration by the state. Six youth are selected to attend this working conference held at the National 4-H Center, Washington, D.C. in April. Each participant selects an issue and works with other youth from across the country to develop plans to help direct future 4-H programming. One day is spent on Capitol Hill meeting with legislators and touring. Participants must be in 12th grade. Cost is approximately \$1,000.

Buffalo County 4-H Scholarships

Buffalo County 4-H Leaders' Association will give up to four (4) \$500 scholarships to high school graduating seniors who are current members / youth leaders enrolled in a Buffalo County 4-H Club. The 4-H member must be enrolled in a post-secondary education at a university (four or two year campus) or technical college in the fall of 2014. The scholarships are provided at the discretion of the Buffalo County 4-H Leaders. The number and amounts of the scholarships may vary annually.



Citizenship Washington Focus allows the opportunity to learn about our nation's capital and stay at the National 4-H Center in Chevy Chase, MD.



Buffalo County FIVE trip delegates with other youth at the Hmong Resource Center near La Crosse, WI.

Buffalo County 4-H Leaders' Association 4-H Resume Process & 4-H Award Trip Policy

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 November. Candidates will be notified by December 1 of Trip Award selections.
3. Not necessarily all members who apply for a trip with a Resume will be awarded a Resume interview or a 4-H Award Trip. 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 Agent by November 1st 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 Agent prior to the scheduled interview date.

Award Trip County Eligibility & Requirements

In order to qualify for financial assistance and selection for trips, members must:

1. Develop and return a Resume as forth in Resume Guidelines Packet by November 1.
2. Participate in interview selections.
3. Complete and submit a 4-H Record by September 4-H Record Reviews.
4. Successfully complete the requirements for any previous trips (as listed on Trip Requirement Report Form) by November 1.

Award Trips:

The Buffalo County 4-H Leaders Association will offer a portion of a 4-H member's fee and/or expenses for one award trip per year, for each trip once during their 4-H career. (Must meet requirements specific to each trip in addition to those county requirements listed above).

- **FIVE** (locations vary) – half of the trip (~\$150)
- **Space Camp** (Hunsville, AL) – half of the trip (~\$275)
- **Wisconsin 4-H and Youth Conference** (UW-Madison) – Half of registration plus any seminar fees and transportation costs (~\$150)
- **Citizen Washington Focus** (CWF) – Half of trip (~\$600)
- **Out-of-State Service-Learning** (locations vary) – Half of trip (~\$600)
- **American Spirit** (locations vary) – Half of trip (~\$550)
- **National 4-H Congress** (Atlanta, GA) – Half of trip (~\$550)

Award Trip Payment:

The 4-H Youth Development Agent will send an acceptance form to selected participants following interview selections. The acceptance form with the member's signature and his/her parent's signature along with the specified deposit must be returned by the posted date. The remaining balance must be paid by the dates set by 4-H & Youth Development Agent. The payments could be several small increments or one large sum closer to the date of travel. In any case, the entire amount of the delegate's fees must be paid no later than two weeks prior to the trip.

If the member defaults on the trip, after turning in the acceptance form, and chooses not to attend, the member is responsible for the entire cost of the trip. If the 4-H Leader's Association has paid a scholarship portion of the trip and the member defaults on the trip, after turning in the acceptance form, and chooses not to attend, the member is responsible to pay that amount back in full to the 4-H Leader's Association by November 1.

If a member defaults on a trip due to an emergency, for example: death in family, critical illness, or any other reasonable cause, the 4-H Leaders Association Executive Board reserves the right to allow default of the trip and no repayment be made.

If a member needs a disciplined plan in making payments, a payment plan may be set up with the 4-H Youth Development Agent in conjunction with the 4-H Leaders' Association Executive Board on an individual case-by-case basis. The payment plan can be kept private.

Award Trip Requirements:

After accepting a trip opportunity, trip delegates are required to complete all requirements between December 1 and November 1 (the year of travel). If a member cannot complete a requirement, s/he must establish an alternative with the 4-H Youth Development Agent prior to its required due date. Trip recipients who do not complete these requirements will be ineligible for future trips or awards and will be held responsible for reimbursement of funds contributed by the 4-H Leaders' Association towards their trip. The trip delegate is responsible for completing the Trip Requirement Form online via Google Form by November 1. The Trip Requirements include:

1. Complete and submit a 4-H Record by Record Reviews in September
2. Work an assigned shift in the 4-H Leaders Food Stand at the County Fair.
3. Participate in at least one pre-approved county 4-H fundraising event.
4. Present about your trip experience at a 4-H Club meeting or county event.
5. Share a reflection piece with the 4-H Youth Development Educator shortly after you return from travel.
6. Participate in one 4-H Youth Council meeting between December 1 and November 1 as well as two additional 4-H Youth Council meetings or events. (3 total)
7. Complete the Trip Requirement Form online and submit by November 1.

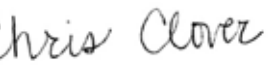
Updated November 2014 by directive of Buffalo County 4-H Leaders' Association

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 Educator is more than willing to help. Call her at 608-685-6256 or email her at annie.lisowski@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
Effected	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 <u>UNIQUELY</u> QUALIFIED TO REPRESENT BUFFALO 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
	SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE
NAME	TYPED NAME THAT MATCHES SIGNATURE
ENCLOSURE	INDICATE WHAT IS INCLUDED IN THE ENVELOPE WITH THE COVER LETTER

November 2, 2008

Buffalo County 4-H Leaders' Association
407 S. Second St.
PO Box 276
Alma, WI 54610

Dear 4-H Leaders' Association:

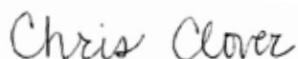
It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the Citizenship Washington Focus Trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Buffalo County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Buffalo 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 Buffalo County 4-H Youth Leaders' Reporter and a 4-H Summer Camp Counselor. 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 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and, then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I hope to be a Buffalo County delegate to Citizenship Washington Focus to learn more about 4-H and to meet diverse people. My previous experience representing Buffalo 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

Enc: Resume
References

NAME

ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
EMAIL

OBJECTIVE Explain in one sentence which award trip 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

OBJECTIVE Seeking an interview for the Citizenship Washington Focus Trip.

EDUCATION Mondovi High School; Sophomore. To Graduate with Honors 2011.
Clover 4-H Club; 4-H member for 10 years.

LEADERSHIP

Buffalo Co. 4-H Youth Leaders' Council. Reporter, 2008-Present.

My responsibilities include preparing short news stories for the local paper and helping to create the monthly youth page for the 4-H newsletter. This position helps me strengthen my communication and time management skills.

Clover 4-H Club. Treasurer, 2007-2008.

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.

Mondovi High School Student Council. Representative, 2007-Present.

A representative for Student Council ensures that fellow classmates' voices are heard on school issues. As a representative, I have already learned how to better speak with my classmates and effectively communicate their ideas in government.

Buff-Pi-Trem 4-H Summer Camp. Counselor, Summer 2007.

As a Camp Counselor, I cared for eight youth in my cabin, worked with fellow counselors to plan camp activities, and taught three archery sessions. My role helped me develop planning skills, gain patience, and practice problem solving.

YELL Conference Planning Committee. Chair, 2006-2007.

As the Chair, I facilitated three planning meetings and assisted each of the captains to ensure duties happened on time. I learned a lot about how to run effective meetings and how to work with others from this position.

4-H PROJECTS

Youth Leadership. 2005-Present.

Youth leadership has allowed me to consider different leadership styles and try on many different leadership roles. The most important idea I have gained is that being a good leader doesn't mean just being the biggest boss.

Archery. **Youth Leader, 2006-2008.**

As an archery youth leader, my biggest accomplishment is teaching archery at summer workshops and at 4-H Summer Camp. I have learned patience and teaching skills, accuracy, and safety in shooting sports.

Foods & Nutrition. **2003-2007.**

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. **2002-2006.**

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

Buffalo Co. Festival of Arts. **2002-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.

Clover 4-H Grandparents' Dinner. **2005-Present.**

Each year in our club we host a meal for elderly in our area, my responsibility is to help plan the menu. I have gained empathy for others and developed my budgeting skills as a result of this activity.

Wisconsin 4-H & Youth Conference. **Delegate, 2008.**

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.

4-H Canoe Camp. **2005-2007.**

I was a camper at Canoe Camp for two years. I learned how to paddle a canoe and gained independence from camp because I had to figure out lots of tasks like cooking and putting up a tent on my own.

Ag-Olympics. **2005-2007.**

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 Youth Leaders' Council.

SCHOOL & COMMUNITY

Buffalo County Partnership Council. **Member, 2008-Present.**

I represent Mondovi High School students on the Council and help make decisions on alcohol and drug related issues in the County as well as help plan our annual events, like Senior Day, and write student mini-grants to fund those events.

Mondovi SuperValu. **Cashier, 2008-Present.**

At my job, I greet customers and check out their purchases. As a result of this job, I have learned appropriate customer relations and about the importance of managing your money.

St. John's Church Youth Group. **2005-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.

Mondovi High School Varsity Volleyball **2008-Present.**

As a starter on the volleyball team, I practice teamwork and exhibit good sportsmanship. I have learned patience and dedication as well as taking direction from others from my many hours spent on the volleyball court.

Mondovi High School Choir. **2004-Present.**

I am a tenor in the school choir and participate in Solo & Ensemble as well as madrigals. My time in choir has helped me develop a lifetime passion for music.

SERVICE-LEARNING

Project Linus. **2008.**

In this service-learning project I helped secure funding for and create twelve blankets that were donated to youth in local hospitals fighting terminal or long-term illnesses. I wrote my first grant and learned more about terminal illnesses.

Ronald McDonald House Meal. **2006 & 2007.**

I was the food planning committee chair and helped create the menu and budget, as well as shop for the food for the meal. Before this event, I did not think about the fact that patients' families suffer emotional, physical, and financial pain also.

Mondovi Food Pantry.

2005 - 2007.

As a project for my English class, we held a drive for the local food pantry. We held a contest at school 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

- Mondovi High School High Honor Roll, 2008.
- Mondovi SuperValu Employee of the Month, 2008.
- Most Motivated Player, Varsity Volleyball, 2008.
- Wisconsin 4-H & Youth Conference Delegate, 2007.
- Buffalo County 4-H Youth Leaders' Active Member Award, 2007.
- 4-H Community Service Award, 2006.
- Outstanding 4-H Record Book Award, 2005-2008.
- Clover 4-H Club Silver Pin Received, 2006.

Chris Clover

1129 4H ROAD
FOUR CLOVER, WI 58965
555-111-7777
chris.clover@net.net

REFERENCES

Ms. Karen Buffalo

Shift Manager
Mondovi SuperValu
453 S. Main St.
Mondovi, WI 54755
985-689-1234
karen.buffalo@supervalu.com

Ms. Buffalo is my current supervisor at the Mondovi SuperValu.

Mr. David Clover

6985 N. Singleton St.
Mondovi, WI 54755
458-963-3214
cloverdj@net.net

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

Ms. Anna Fourleaf

English Teacher
Mondovi High School
16 W Grove St.
Mondovi, WI 54755
584-987-3569
afourleaf@mondovi.k12.wi.us

Ms. Fourleaf was my Adult Advisor on the Wisconsin 4-H & Youth Conference trip in 2007.

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

4-H Youth Leader Trip Preference Form

Name: _____ Age: _____

Club: _____ Grade entering this fall: _____

IMPORTANT NOTE: Give careful consideration to the award trips you apply for. When it is time to register for the trip, you will be informed and may be held financially liable for part of the cost if you cancel after payments are due.

Please check the appropriate boxes – PUT A CHECK ON EVERY LINE.

Awards:	I have received this award in the past	I would like to apply this year.	I don't want to apply this year.
4-H Scholarship (Grade 12)			
Key Award (Grade 11-13)			
FIVE Trip (Finding Interesting Varieties in Everyone) (Gr. 6-8)			
WI State 4-H Youth Conference (Madison – Grade 7-9)			
Citizenship - Washington Focus (Washington DC – Gr. 10-12)			
National 4-H Congress (Atlanta, GA – Grade 10-12)			
Out-of-State Service Learning (Grade 9-12)			
Western Spirit (Grade 9-12)			
American Spirit (Grade 9-10)			
Space Camp (Grade 6-8)			

Comments:

BUFFALO COUNTY 4-H RESUME ADULT RECOMMENDATION

The following applicant _____ is applying to represent the Buffalo County 4-H program on an out-of-county trip and/or to be selected as a 4-H Award recipient. 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 Buffalo County 4-H if selected as a delegate on a 4-H trip, or as a Key Award winner? ____ Yes ____ No

How long have you known this 4-H member? _____

In what capacity do you know this member? _____

- 2)

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					
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:
 Buffalo County UW-Extension Office
 4-H Trip and Award Recommendation
 407 S. Second St.; PO BOX 276
 Alma, WI 54610

DEADLINE DATE: November 1

Buffalo 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.

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

Overall

- Q I have completed every component of the Cover letter and Resume thoroughly.
- Q I was concise, but I also included specific details.
- Q Unless instructed otherwise, I wrote in paragraphs with complete sentences.
- Q I feel it is reflective and thoughtful.
- Q It is representative of my most significant 4-H experiences to date.
- Q I took time to complete my Cover letter and Resume with care.
- Q It is an example of my best written communication skills.
- Q It includes evidence of accomplishments, leadership, improvement, reflection, and learning.
- Q 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:

My Cover Letter & Resume can improve in these ways:

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.