



## 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. The cover letter and resume **cannot** be handwritten.
- ◆ **Plan ahead.** Go through each part of the resume and cover letter and 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. See sample resume for example or check out resources from UW-Oshkosh at <http://www.uwosh.edu/career/students/resume-resources>
- ◆ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Include topic areas in your resume as listed 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 it. The resume should be no more than 2 pages.
- ◆ **Individualize it.** This is YOUR resume and cover letter. Add your own personality to it.
- ◆ **Proof it.** Your documents should be free of 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! Our office number is 920-232-1974. Make sure to ask questions or get clarification if you don't understand something.

## COVER LETTER OUTLINE

**DATE** (that you are mailing it)

Winnebago County UW-Extension Office  
Attn: 4-H Key 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?

**PARAGRAPHS 2 - 4**

This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to receive the Wisconsin 4-H Key Award. Ask yourself what makes you stand out from other applicants. Also share why you are interested in receiving the 4-H Key Award. You may want to briefly highlight how your experience fits the key factors for the award of consistent growth, developed and applied leadership skills, and actively participated in your club, community, and county. **Give examples to help explain your statements.**

**FINAL PARAGRAPH**

Close the letter. Thank the committee for considering your application.

**Sincerely,**

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

## RESUME OUTLINE

### NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

- EDUCATION** Current school or college name, then freshman, sophomore, etc.
- 4-H SUMMARY** 4-H club name, years in 4-H  
List projects in which you are or have been enrolled (no more than 10).  
Include the number of years you have been or were a member of the project.
- 4-H ACTIVITY INVOLVEMENT** Summarize the most significant activities that you have participated in 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. What skills have you developed as a result of these experiences?
- PERSONAL DEVELOPMENT** Explain what personal attributes you have gained as a result of participation in 4-H projects and activities.
- OTHER ACTIVITIES** In this section, include school activities, work experience, special activities and the number of years you participated.

## SAMPLE RESUME

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

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### EDUCATION

Green Meadow High School, 11<sup>th</sup> 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  
Citizenship Washington Focus Delegate, 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  
4-H Arts Camp, 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, macramé, 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 qualifications, please **type** your answers to the following questions.

1. Based on your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern? Could changes be made for 4-H to help even more? How would your proposed change help?
  
2. 4-H teaches life skills – skills that you learned in 4-H (your club, a project, an activity). Write about what life skill or skills you have learned through 4-H, including how you have learned those skill(s). To find out more life skills that 4-H teaches, go to [http://florida4h.org/clubs/files/101.9\\_Targeting\\_Life\\_Skills.pdf](http://florida4h.org/clubs/files/101.9_Targeting_Life_Skills.pdf)
  
3. Please share 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 the 4-H Key Award.

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**List up to 3 people that you'd like to present this award to you and include phone number**



**Winnebago County 4-H Youth Development**  
 625 E Cty Rd Y, Suite 600  
 Oshkosh WI 54901  
 920-232-1974

## NON 4-H REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for the Wisconsin 4-H Key award, the selection committee is seeking recommendation information for each candidate. The 4-H Key Award is awarded to members with consistent 4-H growth, 11<sup>th</sup> grade or older, must have completed at least 3 years of 4-H and 1 year of youth leadership, and contributed to service to their club, community, and county. It is the highest 4-H recognition a member can receive.

Please provide your input regarding the following areas:

	Unknown	Poor	Fair	Good	Excellent
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Potential for future success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below, on the back, or on an attached sheet:

Print Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE BY FRIDAY, APRIL 14, 2017.**

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

**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.



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