



Writing a 4-H Résumé

The 4-H résumé and cover letter reflect your 4-H experiences and other accomplishments attained over time. It is important to recognize your skills, knowledge, and accomplishments to be able to stand out when applying for jobs, college, and scholarships.

General Rules for Submitting 4-H Résumés

- ▶ 4-H members submitting résumés must have been enrolled in 4-H during the current 4-H year.
- ▶ All 4-H résumés are due in the State 4-H Office at the same time as senior 4-H record books.
- ▶ There is no set format for the résumé. We encourage 4-H members to be creative in developing their own résumé (a general résumé format is included for reference).
- ▶ A senior 4-H member may submit both a 4-H record and 4-H résumé in the same or different project areas.
- ▶ Résumés will be judged at the state level. Each county will be sent a list of those 4-H members chosen to be interviewed for the final selection process.
- ▶ If a 4-H'er is selected for the interview process, they must participate in the interview to be eligible for a trip, such as National Congress.

Guidelines for Submitting 4-H Résumés

- ▶ We encourage you to type cover letters and résumés, rather than handwriting them.
- ▶ The résumé should include 4-H experiences for the current two years enrolled in 4-H. 4-H members who have only been enrolled one year may report on their current year's experiences.
- ▶ After a 4-H member attends a regional or national congress event based on their résumé or record book, that 4-H member can apply for national scholarships if they meet the criteria.
- ▶ If a 4-H member has attended an out-of-state event, such as National 4-H Congress, they will not be eligible for that trip again.
- ▶ Please include information as requested in the cover letter and résumé form, as judging will be based on this criteria.

Résumé Entry Form for 4-H Recognition

Name (first, middle, last)

Home Address

City

State

Zip

Home Phone

Cell Phone

Birthdate

Age as of Jan. 1 this year

Sex

Name of your 4-H Club

County

Year

Are you currently participating in 4-H? _____ Years in 4-H _____

Name of project you are submitting your résumé for: _____

Name and address of the school you will be attending on October 1 this year:

Have you previously won a national trip? If so, what **project** and what year?

I have prepared this résumé myself and certify that the information in it is accurate.

Signature of 4-H member **Date**

We have reviewed this résumé and believe it to be correct.

Parent/Guardian Signature Date

Local 4-H Volunteer Signature Date

County Extension Agent Signature **Date**

Résumé Breakdown

1 Contact Information

should be at the top/the very first thing the reader sees, and should include:

- ▶ First and last name
- ▶ City and state where you live
- ▶ Reliable phone number
- ▶ Personal email (not school email)

2 Education

- ▶ Current school and graduation date
- ▶ Can include GPA, but not required

3 Project Area

- ▶ List of 4-H projects you have participated in and dates of each
- ▶ Brief bulleted description of 4-H projects
- ▶ Leadership experience (president, vice president, etc.)
- ▶ Main community service projects

4 4-H Awards

- ▶ Major awards received in 4-H (club, county, state, national)

5 Work/Job Experience

- ▶ Title and dates worked (include month and year only)
- ▶ Start with your most recent job and go backward
- ▶ Brief description of each job

6 Other Experiences

- ▶ Non-4-H activities such as community service, school clubs, sports

7 References

- ▶ Include only if requested
- ▶ On a separate page, not on the résumé

1 CARRIE CLOVER

Sunset Town, MS 123-456-7890
Carrie.Clover15@gmail.com

2 EDUCATION

SUNSET HIGH SCHOOL (GPA OF 4.0)

- Expected to graduate in 2023

3 PROJECT AREA

ROBOTICS (OCTOBER 2022-PRESENT)

- Learned how to program and solve challenges using a Tetrix robot with a team of 3 other members

POULTRY (SEPTEMBER 2021-PRESENT)

- Maintained records on feeding, growth and egg laying of a flock of 20 chickens
- Taught younger 4-H members how to best handle their chickens and how to properly maintain records

GREEN COUNTY TOP SPOT CLOVERS (JANUARY 2021-JUNE 2022)

- Served as Secretary (managed writing minutes, activities completed, and number of people present)

4 4-H AWARDS

COUNTY (GREEN COUNTY, MS)

- Received 1st place in showmanship at the Green County Poultry Chain Show (December 2021)

STATE (MISSISSIPPI STATE UNIVERSITY, MS)

- Obtained 1st place in Poultry Judging at State 4-H Congress (January 2022)

NATIONAL (LEAFY, NE)

- Received 1st place at National 4-H Congress in the Senior Robotics Contest (December 2022)

5 WORK/JOB EXPERIENCE

SUNSET DAYCARE (SUNSET TOWN, MS)

- Assisted in daily care of children: helped prepare meals, managed play time, taught daily pre-K lessons on learning numbers, letters, colors, etc. (July 2022- present)
- Managed attendance and children's daily reports for parents

GREEN VALLEY ANIMAL CLINIC (SPOTTY, MS)

- Helped doctors with patients: monitored IV fluid lines to ensure the patients were getting a proper amount of fluids, held patients in the room and spoke with clients about their concerns, and assisted during surgery by handing the doctors proper equipment (February 2021- June 2022)
- Supervised the daily care of animals: water intake, food intake, and medications given

6 OTHER EXPERIENCES

SUNSET HIGH SCHOOL (AUGUST 2022-MAY 2023)

- Served as Senior Class President: led meetings, planned for upcoming events, and guided fundraisers for charity
- Assembled a weekly group for picking up trash around the school through the National Honor Society
- Played in drumline for the All State Marching Band; traveled to Florida for a National Competition

General Formatting

- ▶ Use a traditional/legible 12-point font (such as Times New Roman) and 1-inch margins.
- ▶ Descriptions/bulleted points under a heading should be indented.
- ▶ Ensure that the format style is consistent. (Example: All bulleted points line up throughout.)
- ▶ Use a broad vocabulary; do not use the same verbs over and over.
- ▶ Complete sentences are not necessary. Get straight to the point, but be descriptive.
- ▶ Make the résumé unique—no two résumés should be the same.
- ▶ Proofread (check spelling, punctuation, and formatting).

Action Verbs

Creative Skills	Teamwork Skills	Communication Skills	Leadership Skills
aided	assessed	addressed	advised
created	assisted	arranged	assigned
developed	collaborated	composed	contracted
directed	contributed	conveyed	coordinated
designed	demonstrated	documented	encouraged
enhanced	facilitated	illustrated	ensured
established	guided	instructed	led
identified	participated	performed	monitored
initiated	taught	presented	organized
shaped	volunteered	reviewed	resolved

References

- ▶ References should be the last portion of your résumé.
- ▶ The number of references included with your résumé depends on your career level. For example, if you are entering the job market for the first time, you may only need to list three references.
- ▶ When selecting résumé references, choose people who can speak to your best qualities, skills, and qualifications.
- ▶ Always ask permission before you list someone as a reference, preferably two weeks in advance.
- ▶ Be sure to include each reference's name, the company they work for, their current address, a reliable phone number, and a reliable email so potential employers can contact them.

Example

Susan Scott

Manager of Sunset Daycare

1023 Sunshine Lane

Cloverfield, MS 10001

901-567-8910

susan.ss23@gmail.com

Craig Lance

Green County Extension Agent

5600 Patch Drive

Skybird, MS 98745

662-123-4567

c.lance678@hotmail.com

Holly Tree

Veterinarian at Green Valley Animal Clinic

8923 Flowers Road

Hillsong, MS 66874

662-980-4523

hollytree90@yahoo.com

Cover Letter

Give a one-page overview of your participation in the following:

- ▶ Main project area (including awards or recognition received for your achievements)
- ▶ 4-H leadership and citizenship/community service experiences (including activities led or participated in that contributed to the welfare of others, and any 4-H offices held)
- ▶ Other 4-H projects (including awards or recognition received in other projects, and non-4-H experiences)

Also provide information pertaining to the career you plan to pursue (include field of study and career goals). If your 4-H experiences have influenced your decision, please explain.

See the sample cover letter on the next page.

CARRIE CLOVER

Sunset Town, MS 123-456-7890

Carrie.Clover15@gmail.com

January 1, 2023

Sarah Smiley

135 Breezy St.

Sunset Town, MS 45678

Dear Ms. Smiley,

It is with great enthusiasm that I hope to be considered as a candidate for the Career Pursuit Résumé Contest. During my time in 4-H, I have been a part of the Green Machine Robotics team and have managed a flock of chickens for the Poultry Chain project. With my robotics team, I have learned how to be patient and precise with my work, and be able to communicate with others and succeed as a team. Ultimately, this has led us to receive a first-place trophy at National 4-H Congress in the Senior Robotics Contest. While maintaining my flock of chickens for the Poultry Chain project, I have become proficient in time management and organizing records to better care for my chickens. I was awarded first-place in showmanship at the Green County Poultry Chain Show and then obtained first-place in the poultry judging contest at State 4-H Congress.

As someone who loves poultry, I coordinated a local poultry chain group in my community to be able to teach younger 4-H members strong management practices and how to properly maintain their records to efficiently care for their flocks. To ensure that proper management is being provided, we meet every week to discuss our records and what our next goals are within the project. In addition, I led a group of my fellow robotics members in gathering canned food donations to supply to a local food bank for those in need. Collectively, we obtained over 500 canned goods to donate. Since the start of my projects, I have gained a passion for record keeping and organization. This has ultimately led to my running for and serving as secretary of the Green County Top Spot Clovers. I am very proficient in listening to others, have strong communication skills, and can multitask when necessary.

This year, I have been recognized as the Outstanding Senior 4-H'er for Green County due to my hard work and dedication to giving back to the community. I have also committed to serving my community through the National Honor Society at my school. I have picked up trash at my high school, made care packages for soldiers who are overseas, and served teachers breakfast as appreciation. Attempting to further my endeavors within my school, I am actively serving as senior class president where I will lead meetings, plan for upcoming events and community service projects, and guide fundraisers for local charities.

Throughout my years in 4-H, my passion for helping others and being involved in science has strongly influenced the career path I plan to pursue. I would like to attend college and major in biomedical engineering to follow my dream of building mechanical prosthetics for amputees. My goals with this career are to eventually open my own practice in fitting and building prosthetics that complete certain tasks and overall mimic the natural limb. Thank you for your time and consideration. I look forward to potentially discussing my résumé further.

Sincerely,

Carrie Clover

Carrie Clover



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