

4-H Educational Experiences



APPLICATION PACKET

An EEO/AA employer, UW-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements.

CONTENTS

- Writing a Successful Cover Letter
- Sample Cover Letter
- Preparing a Resume
- Ready to Write: Use Action Words
- Sample Resume
- Interview

WRITING A SUCCESSFUL COVER LETTER

- Type the letter and envelope, if possible.



- Address the letter to: (see sample letter).
- First paragraph: Describe what you are applying for. Example: I am applying to/for _____.
- Go through the application guidelines, line by line, and respond to each requirement.
- Avoid starting each sentence with "I".
- Avoid using 4-H jargon.
- Express your emotion.
- Make the letter easy to read.
- Close your letter with a strong action sentence. Example: "I hope to hear from you soon." Or "You can contact me at this telephone number.....".
- Center your letter on the page. Margins should be 1".
- Be brief and to-the-point.
- Place your name, address, and phone number at the bottom of the page, below your signature.

SAMPLE: COVER LETTER

Date - followed by 4 line spaces

Juneau County 4-H Leader's Association
220 E. State Street, Room 104
Mauston WI 53948

Dear 4-H Leaders;

Paragraph 1: Tells what you are doing and why.

I am submitting my resume and Record Book to be considered as a delegate for (name the educational experience). Begin the next sentence with a note of excitement for the opportunity.

Paragraph 2 - 4: Say why you are qualified to represent Juneau Co. 4-H on the educational experience. *For the past 4 years I have been an active member of Happy Clovers 4-H Club, participating in the beef project, woodworking, quilting, and youth leadership. I have taken leadership roles....*

(Share what 4-H has done for you, what skills you have developed, and how you use those skills.)

Last Paragraph: Thank you.

Thank you for considering my application. I look forward to discussing my qualifications with you in person.

Sincerely, (4 line-spaces. Sign between sincerely and your typed name.)

Your Name

456 W. View Lane
Mauston WI 53948
(608) 847-5555
janedoe@mwt.net

PREPARING A RESUME

4 Basic Formats: Each has advantages/disadvantages. You decide what works best.

1. Chronological
2. Targeted
3. Functional
4. Combination

Chronological/Advantages:

- Emphasizes steadiness, growth.
- Stresses positive factors.
- Familiar to reviewers.

Chronological/Disadvantages:

- *Can reveal gaps in activity.
- *May be difficult to highlight skill areas.

Targeted/Advantages:

- Customizes easily

Targeted/Disadvantages:

- *Less useful for multiple situations

Functional/Advantages:

- Highlights skill areas
- Emphasizes growth, leadership
- De-emphasizes unrelated issues
- Organized by descending order of importance

Functional/Disadvantages:

- *Few drawbacks for 4-H resumes

Combination/Advantages:

- Combines both styles
- Coordinates your skills with what you are applying for.
- Eliminates distracting information

Combination/Disadvantages:

- *Takes longer to write





READY TO WRITE: Use ACTION Words

1. List your **accomplishments**.
(Remember, it's what you **learned** and **did**...not the ribbons.)
2. Provide as complete a description of accomplishments as possible.
(The reader will not know you.)
3. Begin each phrase in your resume with an **action word** (see list).
4. Use examples, but write your own cover letter and resume.
5. Action words: (excerpt from JIST Works).

| | | | | |
|--------------|--------------|--------------|--------------|-------------|
| Acted | Counted | Guided | Met | Recommended |
| Adapted | Created | Handled | Modeled | Reconciled |
| Advised | Defined | Helped | Motivated | Recorded |
| Analyzed | Delegated | Identified | Negotiated | Recruited |
| Approved | Delivered | Illustrated | Observed | Repaired |
| Arranged | Demonstrated | Implemented | Obtained | Scheduled |
| Assembled | Designed | Improved | Offered | Selected |
| Assisted | Detected | Increased | Operated | Served |
| Attained | Developed | Initiated | Ordered | Shaped |
| Budgeted | Directed | Inspected | Organized | Sold |
| Built | Documented | Instructed | Originated | Solved |
| Calculated | Edited | Interpreted | Painted | Spoke |
| Changed | Eliminated | Interviewed | Participated | Studied |
| Checked | Enforced | Invented | Photographed | Summarized |
| Coached | Established | Investigated | Piloted | Supervised |
| Collected | Evaluated | Judged | Planned | Supplied |
| Communicated | Examined | Kept | Presented | Taught |
| Compared | Experimented | Learned | Promoted | Trained |
| Completed | Facilitated | Lectured | Publicized | Tutored |
| Computed | Fixed | Led | Questioned | Typed |
| Coordinated | Gathered | Listened | Read | Utilized |
| Counseled | Governed | Logged | Received | Wrote |

SAMPLE RESUME

NAME:
Address:
City/State/Zip Code:
Phone:
Email:

LEADERSHIP

- Promoted 4-H as Juneau County Ambassador for 2 years.
- Camp Counselor: 2001-2003
- Provided leadership and organization as Vice President of club (2003), secretary of club (2002), and reporter (2001).
- Served as member of club dairy promotion committee (2001, 2002).

PROJECT SKILL DEVELOPMENT

- Planned and prepared a nutritionally balanced meal for club Family Night.
- Increased skills by caring for an 8-year old horse, providing proper feed.
- Monitored health (mouth, feet) of animal.
- Utilized correct tools for grooming.
- Planned and planted a garden for cool and warm season vegetables.
- Learned and applied principles of design to create prize-winning drawing.
- Participated in re-assembling 4-cycle engine and started it.
- Constructed bluebird houses according to guidelines from the National.
- Member: Audubon Society.
- Organized a tackle box for fishing gear.

4-H SUMMARY

Name of club, years as member (do not include years as Cloverbud)

4-H H ACTIVITIES

Club

List club activities and years involved

County

List county activities and years involved

OTHER ACTIVITIES

List school and extracurricular activities and year involved.

EDUCATION

Name of school and grade.

(Resume should be one side of 8.5 x 11 inch sheet of white or light colored paper).

INTERVIEW



DO

- Sleep well. Relax.
- Plan ahead.
- Practice answering questions in the mirror or w/an adult, a friend, etc.
- Eat a light snack about an hour before your interview.
- Dress appropriately. (modest apparel, light make-up (females), no visible piercing/tattoo. You get the drift...)
- Arrive 15 minutes early (allows time to find the correct room, use restroom, get a drink, compose yourself)
- Report to the front desk and provide your name and reason for being there.

You: Good morning/afternoon. My name is Jane/John Doe and I have an appointment with Ms. Davis for an interview.

Front Desk Worker: Please be seated. Ms. Davis will be with you shortly.

Interview: Personal Marketing Strategy.

- Allows you to describe your skills, qualifications, and experience.
- Provides opportunity for interviewer to know you better.

Typical Interview Format: Introduction - Body - Conclusion - Follow-up

Introduction: (You and Interviewer(s)).

- **Interviewer:** "Good morning. My name is Nancy Davis."
- **You:** Good morning Ms. Davis, I am_____. It's nice to meet you. (Shake hands, firmly, if Interviewer offers his/her hand first.)
- **Interviewer:** "Please be seated." This is usually followed by short, general conversation. "How are you today?"

Body: The Interviewer with likely ask some of these questions.

- Tell me about yourself.
- Why do you think you are qualified for this job, trip, etc.?
- What skills or abilities make you the best candidate for this opportunity?
- Describe a project that you were the most proud of and why.

INTERVIEW (continued)

- What project was your greatest challenge?
- Has a project you worked on ever failed to meet your goals?
- What did you learn from that?
- Is there anything else you would like to share today?
- Do you have any questions? (It is a good idea to have one or two.)

Conclusion:

- **Interviewer:** *Thank you for coming in today John/Jane. You will be hearing from me soon.*
- **You:** *Thank you for meeting with me Ms. Davis. I appreciate the opportunity to describe my qualifications with you.*

Follow-up:

- **You:** Prepare a short **thank-you note** and **send it within two days** of your interview.



