

Sheboygan County 4-H Key Award Application - Due October 1st



- Cover letter** (Letter must address the specific award or trip that is being requested.)
- Resume** (One resume for multiple applications o.k.)
- Discussion Question Supplement**

4-H Key Award- Please include a 1-page (typed or neatly written in ink) response to the following: *“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?”*

- Completed Recommendation(s) Ask for these early!**
 - **Key Award** – Must have a minimum of two adults complete recommendation, one must be a 4-H Leader (others can be from school or community). Recommendations should be returned to the applicant in a sealed envelope to be submitted with the other portfolio contents. It would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation.

Put it all together so the portfolio is easy to understand and use. Make sure your name is on the portfolio. Please do not submit a photo-album or scrapbook.

**** Please **do not submit materials in report covers or binders.** These are removed when copies are made and are not seen by the reviewers at all. ****

TIPS FOR COMPLETING 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. If you are really in a bind, we would be happy to assist you at the UW-Extension; call to make arrangements. 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 your participation in 4-H? How have you personally changed/grown as a result of your 4-H experience?
- ◆ **Order is important.** Resumes are typically put together by putting information 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.
- ◆ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated 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. You may have a two-page resume. 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.
- ◆ **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.** If you have never gone through this process, you will probably have questions. Don't hesitate to ask! Our office number is 459-5903. If it's past office hours, leave a message with a time that will be good for us to get in touch with you. We want everyone to have a good experience with this process! Make sure to ask questions or get clarification if you don't understand something.

COVER LETTER OUTLINE

DATE (that you are mailing it)

*Division of Extension - Sheboygan County
Attn: 4-H Award and Trip Selection Committee
5 University Drive
Sheboygan, WI 53081*

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 (i.e. awards or trips)***

PARAGRAPHS 2 - 4

*This is the "why me?" section. Explain in no more than three paragraphs why you are qualified to represent Sheboygan County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending/receiving the trip or award. If going on a trip, you may also share what you will bring back with you after attending. **Give examples to help explain your statements.***

FINAL PARAGRAPH

Close the letter. Thank the committee for considering your resume and portfolio.

Sincerely,

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

SAMPLE COVER LETTER

October 1, 2019

Division of Extension - Sheboygan County
Attn: 4-H Award and Trip Selection Committee
5 University Drive
Sheboygan, WI 53081

Dear Selection Committee:

*It is my pleasure to submit my resume and portfolio to be considered as a delegate for **Wisconsin 4-H and Youth Conference and Wisconsin Key Award.***

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, the Lucky Clovers. My enclosed resume and portfolio highlights my 4-H involvement. Participation in other 4-H events has made me interested in attending Wisconsin 4-H and Youth Conference.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county speaking contest, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at many Horse and Pony events.

Last summer I was involved with county Youth Leader groups and as a camp counselor. I enjoyed getting to know other 4-H members both in Sheboygan County and in Sawyer County. My involvement made me want to experience more in 4-H, especially beyond Sheboygan County. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the great opportunity to meet 4-Hers from across Wisconsin, while taking part in fun classes. If I got to attend I would do a good job representing Sheboygan County and would tell other 4-H members in my club and in the county what Conference was all about and why they should attend.

I hope to attend Wisconsin 4-H and Youth Conference to learn more about 4-H and to meet other people. My past experiences representing Sheboygan County, enthusiasm 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 *School or college name, then Grade (6th, Freshman, Sophomore, etc.)*

4-H SUMMARY *4-H club name, years in 4-H*
Include leaderships roles (officer, committee chair, activity leadership)

4-H PROJECT *List all projects in which you are or have been enrolled.*

SUMMARY *Include the number of years you have been or were a member of that project.*

4-H ACTIVITY INVOLVEMENT *Summarize all 4-H activities in which you have participated and the number of years you participated. Include both club and county involvement.*

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

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

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 Green Lane
Forestville, WI 54213
920/999-9999
4hrocks@tnt.com

EDUCATION Green Meadow Middle School, 8th grade
4-H SUMMARY Lucky Clovers 4-H Club, 6 years
Club Treasurer, 2014-2015

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

4-H ACTIVITY INVOLVEMENT

Club
Demonstration, 5 years
Dairy Bar Worker, 5 years
Club Fundraiser, 5 years
Sr. Citizens Holiday Party, 5 yr.
Club Float, 3 years

County
County Fair Exhibitor, 5 years
Speaking Contest, 5 years
Horse Committee Volunteer, 4 years
Market Animal Program, 2 years
County Fair Helper, 2 years
Youth Leaders, 2 years
Horse Camp, 2 years

SKILL DEVELOPMENT * Knowledge of healthy food choices.
* Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
* Knowledge of horse nutrition, fitting, training, and showing in both Pleasure and Gymkhana.
* 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 * Religious Education, 3 years
* Church volunteer, 3 years
* Honor Roll, 2 years
* Chorus, 2 years