

WHAT NEEDS TO BE INCLUDED IN THE PORTFOLIO:

1. **Completed Cover Letter**
2. **Completed, Up-to-Date Resume**
3. **Discussion Question Supplement**

4-H Leadership or Overall Achievement Awards- Please include a 1-page (typed or neatly written in ink) response to the following:

"Please describe the qualities of a positive leader and how 4-H has contributed to your leadership abilities. Include reflection on your experiences related to club, project, county-wide and other activities. Please describe any personal growth that has occurred through service activities."

4-H Project Award Applications- Please include a 1-page (typed or neatly written in ink) response to the following:

"Describe your project plan and achievement throughout this 4-H year. Include what you learned and did and how you improved during this 4-H year."

4-H Trips and Experiences- Please include a 1-page (typed or neatly written in ink) response to the following:

"How has your 4-H and other community experiences helped to prepare you to represent Sheboygan County 4-H through this travel experience? What are the reasons that you want to participate in this experience? In what ways might this experience challenge you?"

4. **Reference Forms**
5. *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.*
6. ***** 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	<u>Club</u>	<u>County</u>
	Demonstration, 5 years	County Fair Exhibitor, 5 years
	Dairy Bar Worker, 5 years	Speaking Contest, 5 years
	Club Fundraiser, 5 years	Horse Committee Volunteer, 4 years
	Sr. Citizens Holiday Party, 5 yr.	Market Animal Program, 2 years
	Club Float, 3 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