



4-H Resumes

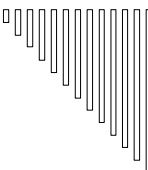


George Edward Watkins
Julia Ann Johnson




What is a resume for?

Promote and Highlight
Your
Skills
Experiences
Education
Accomplishments
Honors and Awards




How do I start a resume?

Name
Address
Phone Number
Email Address




George Edward Watkins
444 Clover Street
Douglas, Arizona
444-444-4444
georgewatkins@clover.4h




What's next?


You want to catch the readers or intended reader's attention so whatever you are applying for or trying to achieve needs to be in a statement for an Objective of Goal:

Example: To become a 4-H Ambassador and represent the State of Arizona, Cochise County, my hometown of Douglas at the National 4-H Congress.




Strut your Stuff






Let's Begin!

- Name
- Address
- Phone Number
- Email Address




Next

- Objective or Goal
- Objective:
 - To serve as President of the Teen Council by being elected because of my previous experiences on all level of 4-H.




Experience

- Always start with the most current experience and go backwards in time.
- Example:
 - Oct. 2006-Present:
 - President of Douglas City 4-H
 - Rec-Leader for the Cochise County 4-H
 - Board of Directors
 - Member of 4-H Teen Council




Etc.....

- October 2005-October 2006:
 - Vice President of Douglas City 4-H Club
 - Member of 4-H Teen Council
 - Arizona Teen Congress Participant
 - J.O.L.T. Participant




Etc....

- October 2004-October 2005:
 - Rec-Leader for Douglas City 4-H
 - Member of 4-H Teen Council
 - Small Stock Committee Member
 - C.C.J.L.A. Douglas Club Representative




Now it's your turn:

- Experiences:
 - List yours in the order you did them from the current and going backwards.



Honors

- October 2006-October 2007:
 - Outstanding Senior Member
 - Douglas City 4-H
 - Cochise County Fair Round Robin Grand Champion
 - Cochise County Best Bred and Fed
 - Swine
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Next-are you getting the idea?

- October 2005-October 2006:
 - 100% Attendance Award –Club level
 - Junior Leader-Cavies-Club Level
 - Grand Champion Swine Showmanship
 - Cochise County Fair
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Education

- Projects:
 - High School
 - Grade School
 - Certificates
 - Training received
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References

- Most resumes ask for three references so always check.
 - Make sure you ask the person you are asking to provide a reference letter from before listing their name.
 - Talk to them about what you are applying for or hoping to attain from your resume and reference letter
 - Choose people that know you and can add certain examples of your character, work ethic or how you accomplish tasks.
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References

- Your turn: Think about who you want to list
 - Write down three people that would know about you:
 - Community Club Leader
 - Church Pastor or Member
 - Project Leader
 - Family Friend
 - School Teacher, Principal
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Finishing up your resume

- Always proofread your resume for grammar and spelling mistakes
 - Have someone else check it
 - Sell yourself-Too your own horn
 - Be proud of your accomplishments and promote them
 - Good luck
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