

Tips for Creating your Cover Letter, Resume and References

- **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 work with you at the UWEX office. Your resume and cover letter **should not** be handwritten.
- **Consistency.** Make sure you use the same font style and size throughout all of your application materials. Have your name and address is in the same format on the top of all of your materials. Use all the same tense (ex. present or past) for your verbs.
- **Plan ahead.** Go through each part of the resume and cover letter before typing. Use your old record books to help you. 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 skill development. What do you do? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?
- **What have you learned?** Always emphasize what you have learned from each experience, how you can and are applying the things you have learned and goals you have accomplished.
- **Follow the directions.** Make sure you have the most current application materials and information. Read and follow all directions carefully.
- **Order is important.** Arrange information chronologically within the following sections: 4-H Project Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.
- **Layout, design and abbreviations.** Your resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose an appropriate font and font size. Use the same font throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. You may use common abbreviations if necessary. The resume should be no more than one or two pages long.
- **Proof it.** Your documents should be free of spelling errors. Use spell check if you have it and follow that up by having at least two people proofread your resume and cover letter.
- **Make sure you ask.** Before you list people as your references, make sure you ask them if they are willing to serve as a positive reference for you.
- **Ask for help if you need it.** If you haven't ever gone through this process, you may have questions. Don't hesitate to ask! The 4-H Youth Development Educator is more than willing to help.

Cover Letter Outline

DATE (that you are sending it in)

UW-Extension
c/o Sauk County 4-H
505 Broadway Street
Baraboo, WI 53913

To whom it may concern:

PARAGRAPH 1: WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY LISTING OR CHECKING OFF THE OPPORTUNITIES FOR WHICH YOU WANT TO BE CONSIDERED. You can apply for more than one, rank them if you have a preference, or state that preference in your interview.

PARAGRAPHS 2 & 3 THIS IS THE “WHY ME?” PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE UNIQUELY QUALIFIED TO REPRESENT SAUK COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. **GIVE EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.**

FINAL PARAGRAPH CLOSE THE LETTER. THANK THE PERSON FOR CONSIDERING YOUR APPLICATION/RESUME.

Sincerely,

TYPE YOUR NAME HERE AS YOU WILL SIGN IT ABOVE

Sample Cover Letter

February 2, 2015

UW-Extension
c/o Sauk County 4-H
505 Broadway Street
Baraboo, WI 53913

To whom it may concern:

It is my pleasure to submit my resume and references in consideration for: (list what trips, awards or opportunities you are applying for).

I believe my 4-H experience has prepared me well for representing the Sauk County 4-H program. My 4-H experiences have given me a strong sense of personal and intellectual accomplishments. My best accomplishment to date has been achieving my project goals and serving as a youth project leader. Personally, I have learned the value of working with other people to accomplish a task by helping chair my club's activity committee. I need to be prepared for meetings and work with the other five members of the committee. Being a good role model has been emphasized in my 4-H club and I demonstrate this in what I say and do.

Intellectually, I have devoted a great deal of time to learning about my project areas; especially in the clothing project, as I have been in that project for five years. I have participated in many countywide activities related to my project work such as the Clothing Revue. As a youth project leader, I have helped younger members learn how to do the things I learned from older 4-H members and adult leaders.

Thank you for considering my application. I feel that my qualifications listed above and on my enclosed resume make me a good representative of Sauk County 4-H. I look forward to hearing from you.

Sincerely,

Chris Clover

Chris Clover

Resume Outline

(Resume can be 1-2 pages in length)

NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

EMAIL (If applicable)

EDUCATION	School or college name, then Freshman, Sophomore, etc.
YEARS IN 4-H	4-H club name, years in 4-H
4-H PROJECT SUMMARY	List all projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate which projects you are currently enrolled in.
4-H ACTIVITY INVOLVEMENT	Summarize all 4-H activities in which you have participated and the number of years you participated.
PERSONAL AND SKILL DEVELOPMENT	Translate what you have personally gained as a result of participation in 4-H projects and events. Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.
LEADERSHIP DEVELOPMENT	Translate what you have learned personally and how you have gained additional responsibility.
OTHER ACTIVITIES	In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

Sample Resume

Christina Clover

6560 Hwy 60, Baraboo, WI 53913 (608) 555-5555

EDUCATION Sauk County High School, Junior

YEARS IN 4-H Bear Creek 4-H Club, 8 years

4-H PROJECT SUMMARY

- Clothing, Crafts, Dairy, Foods & Nutrition, Sheep, 8 years 2008-2015- current projects
- Ceramics, 6 years (2009-2015)
- Poultry, 4 years (2009-2013)
- Beef, 2 years (2009-2011)

4-H ACTIVITY INVOLVEMENT

Delegate to CWF, 2013

Co-op YES, 2011

Offices Held:

 Pres., (2015) V. Pres, (2012)

Dairy Judging, 8 years (2008-2015)

Club Calendar Committee

 7 years (2009-2015)

Arts Festival, 7 years (2009-2015)

Club Fundraisers, 5 years (2011-2015)

Delegate to State 4-H Conference, 2012

Dairy Workshop, 5 years (2010-2014)

Club Fundraiser Chairperson, 2009

Super Saturday Teacher (2013, 2014, 2015)

Candy Bar Sales, 8 years (2008-2015)

Foods Key Committee, 3 years (2009-2011)

Card Party Committee, 3 years (2010-2012)

County Fair Exhibitor, 8 years (2008-2015)

Junior Leaders Member, 3 years (2013-2015)

PERSONAL AND SKILL DEVELOPMENT

- Proficient knowledge in dairy and sheep nutrition, fitting, showing, and judging.
- Intermediate knowledge of beef nutrition, grooming and leading.
- Experienced show person taking top awards in animal projects the past 7 years.
- Able to document animal projects in record book.
- Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced.
- Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design.
- Excellent role model and team player.
- Effectively work with younger members, peers and adults in various situations.
- Organize special events and meetings while paying close attention to detail.
- Delegate tasks effectively and appropriately as part of leadership role in club.
- Sportsmanship exhibited in and out of competitive situations.
- Understands and utilizes parliamentary procedure.
- Teach younger members and peers effectively.
- Well-developed interpersonal and public speaking skills.

Sample Resume

Page 2

Christina Clover

6560 Hwy 60, Baraboo, WI 53913

(608) 555-5555

LEADERSHIP DEVELOPMENT

- Chaired the card party committee effectively for 2 years. (2014 and 2015)
- Assisted dairy project leader with meetings. (2010-2015)
- Chaired of club calling committee. (2012)
- Participated as a member of County Foods Key Committee, assisting with Foods Revue. (2014)
- Lead younger 4-H members in Foods, Clothing, and Dairy Projects.
- Serving Vice President of 4-H Club in 2012.
- Served as President of the 4-H Club in 2015.
- Serving as Secretary of Sauk County Junior Leader Council. (2015)
- Served as Treasurer of Sauk County Junior Leader Council in 2012.

OTHER ACTIVITIES

- CCD, 10 years (2000-2010)
- June Dairy Month Recipe Contest Entrant, 7 years (2009-2015)
- Holstein Association Member, 7 years (2009-2015)
- Honor Roll, 4 years (2011-2015)
- Volleyball team, 4 years (2011-2015)
- Women's Choir, 3 years (2010-2012)
- Basketball team, 2 years (2009-2010)
- Sauk County Environmental Essay Contest, placed 3rd in 2013.
- Cheerleading squad, 3 years (2009-2011)
- Forensics Team, 5 years (2009-2013)
- Sauk County Historical Society, Photography Contest, placed 2nd in 2011.

Reference Page Outline

NAME

Title

How you know that person

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

EMAIL

REFERENCES

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

[Email](#) address

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

[Email](#) address

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

[Email](#) address

Example of Reference Page

Christina Clover

6560 Hwy 60, Baraboo, WI 53913 (608) 555-5555

REFERENCES

Mr. Jimmy Brown Agri-Science Educator
Baraboo High School 460 High School Way
Baraboo, WI 53913
(608) 963-7777
jbrown@baraboo.k12.wi.us

Mr. Tim Shovel
General Leader, Baraboo 4-H Club 505 Baraboo Street
Baraboo, WI 53913
(608) 963-4456
tshovel@baraboogenetics.com

Ms. Betty Lou Who Church Youth Group
Leader
100 Youth Group Lane Baraboo, WI 53913
(608) 555-5555
Bettylouwho@whoville.com