Rensselaer County Award Trip Résumé

How to market
your most important product -
YOU

If you were selling a product that you made, would you send out sloppy brochures, with grammatical errors and tons of spelling mistakes?

Of course not!

You would want something that was clean, concise,
and appealing - something that set your product apart from the rest.

Think of yourself as the product and
develop a résumé that presents the very best YOU.

In 500 words or less . . .
Who are YOU?
What have YOU done?
What makes YOU special?

The 4-H Award Trip Résumé is a *COMBINATION* résumé.
You will combine a *functional (skills-based)* résumé with a *chronological* résumé.

- *FUNCTIONAL* — Through your project work in 4-H you have not only accumulated a lot of knowledge, you have developed significant life skills - skills that colleges and employers are looking for. You will not only identify your skills, but will also present a succinct statement of your actual achievements.
- *CHRONOLOGICAL* — Through your school and community activities you have developed your talents and personality. You will highlight your achievements in chronological order beginning with the most recent and working backward.

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Targeting Life Skills Model—1996

4-H is a fun, action oriented, practical program providing real-life experiences which create opportunities for youth to meet their basic needs.

INDEPENDENCE *(HEAD)*
4-H creates opportunities to be able to influence people and events and to face consequences.

BELONGING *(HEART)*
4-H creates opportunities for young people to develop relationships and to know they are cared about.

GENEROSITY *(HANDS)*
4-H creates opportunities for young people to give to others and to experience being needed.

MASTERY *(HEALTH)*
4-H creates opportunities for young people to develop skills and confidence and to experience meaningful achievements.

To write your résumé first gather all of your information.

Make a list of all of your 4-H projects then Select 3 to 5 projects that you feel best represent you. *(This should be a list project titles like the codes on your enrollment form - Horse, Cattle, Poultry, Rabbit, Clothing & Textiles, Communication Arts, Food & Nutrition, Leadership, Natural Resources, Photography, etc.)*

- Your résumé will decide whether or not you get to the next level.
- You want to present a strong statement in a concise manner.
- Remember — quality is more important than quantity.

From the *Targeting Life Skills* chart select skills that you have learned or strengthened in each of your projects.

Include examples of how these skills were developed with each of your projects

- *Managed time and resources to raise and show . . .*
- *Kept records of expenses and time to plan for . . .*
- *Used critical thinking skills to solve problems and make decisions . . .*
- *Worked with leaders and educators to plan . . .*

Make a list of all of the 4-H activities you have participated in

- Be brief - organize and consolidate where possible *e.g. Demonstrations (Exceptional Demonstrator, County Demonstrations, State Presentations)*
- List leadership roles — Combine roles when possible *e.g. Teen Council (President, Vice President, Secretary) or State Fair Teen Assistant (County Booth, Poultry Exhibit, Press Corps)*

Get accurate school information. You will include

- Your school address
- Your anticipated year of graduation
- Your area of concentration *(not all schools offer this)*

Make a list of all your extracurricular activities

- Select the most important
- Remember "quality vs. quantity." If you must shorten your list, include activities that have you have participated in the longest. A wide variety of activities is not always a good idea, especially if you have tried things and moved on. Colleges and employers are looking for commitment.
- Be sure to include awards, honors, or responsibilities *e.g. Wrestling (District Champion, Captain) Chorus (All-County, NYSMA)*

Make a list of all of your community activities

- Select the most important
- Use the "quality vs. quantity" rule again
- Include awards, honors, or responsibilities e.g. Altar Server (Team Leader)

HINTS

- You need to include everything on 2 pages (or less) so don't waste space on meaningless words
- Do not use "I" or "me"
- Use active rather than passive words

4-H Project Work

PROJECT	SKILLS (refer to Targeting Life Skills Model)	EXAMPLE

4-H Participation

Include fundraisers — Cookie sale, 4-H snack bar, 4-H auction, and/or gathering election results

Include County and/or State activities — award trips, dairy bowl, horse bowl, hippology, demonstrations, fashion revue

Be sure to note any leadership roles — club officer, teen organization, teen assistant, junior leader, state or national representative

Year(s)	Activity, Events, Fundraisers

School Summary

Name of your school
Address of your school
Year of Graduation

Year(s)	Extracurricular Activities *(note offices and/or honors)*

Community Activities

Year(s)	Activities *(community or club sports, volunteer work, church activities)*

After you have gathered and organized your information, you can begin to write your résumé.

☞ The résumé should be NO MORE than 2 pages - I page is ideal.

☞ Remember QUALITY is more important than QUANTITY.

☞ Do NOT include your name on the Award Résumé — the committee evaluates résumés anonymously.

Arrange your information in this style:

4-H Project Work

→ A short explanation—may be in sentence form or bullets—of 3 to 5 projects
→ Include not only what you DID, but also include what you LEARNED.
→ Highlight SKILLS that you have learned. Refer to **4-H Targeting Life Skills** model found on page 2. Skills should be included with each project.

4-H Participation

→ Leadership
→ Activities
→ Events
→ Fundraisers
→ Be sure to specify leadership roles

School Summary

School name, address, year (Class of 201?)
→ Summarize list of extracurricular activities
→ Include awards or honors

Community Activities

→ Summarize list of activities — give details

☆ The Resume Evluation is attached to give you an understanding of how your résumé will be evaluated.

☆ If you have any questions, call Janice Fox at the 4-H Office 272-4210 or email to **jpf26@cornell.edu**

Rensselaer County 4-H Award Trip Résumé Evaluation

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Résumé Criteria	Impression*	Comments
Is the résumé complete? 4-H Project Work 4-H Activities – Participation 4-H Activities – Leadership School Summary with extracurricular activities Community Activities		
Is the résumé neat and easy to read? Computer-generated in a 10 or 12 size font Legibly handwritten in one color ink (blue or black) One side of the page (no more than 2 pages) One business-type font Business-appropriate bullets		
Are projects listed with experience and skills learned? 3 to 5 projects Description of acquired knowledge or skills		
Is there evidence of participation in fundraising? 4-H Snack Bar News Election Service 4-H Auction 4-H Cookie Sale Other		
Is there evidence of participation in county-wide activities? Demonstrations Fashion Revue Bowls (horse, Dairy) Fair (County, State) Teen organization		
Is there evidence of leadership activities and/or responsibilities? Club officer, PDC, Teen Assistant, Teen Evaluator, Teen Leader, Junior Superintendent		
What is the general impression? School summary Community activities		
Was the Résumé in compliance with application procedure? Cover Sheet, Résumé, Leader Signature Form, and 4-H Activity Log arrived as one package. Proper résumé form used.		
Overall Impression *** E = Excellent, G = Good, W = Worthy, NI = Needs improvement**		