



## *The 4-H Resume*

### Helpful Hints

- The Resume is an accumulation of what you have done throughout your 4-H career (start with most recent and go to oldest).
- Judging based on Citizenship, Leadership, and Life Skills.

### The Format

- Personal Information
  - Name and Address (required)
  - Club and county (optional)
- Objective
  - Fill in a one-sentence objective when you create a resume for a particular purpose. Your objective is best expressed in the fewest words possible, while still being clear and explicit.
- Skills and Accomplishments
  - Summarize your leadership activities, citizenship activities, and life skills acquired. Be explicit and use duties and numbers, where appropriate.
  - Citizenship – indicate significant citizenship efforts and impacts.
  - Leadership – indicate major leadership roles and impacts.
  - Life Skills – indicate special achievements; focus on knowledge and skill gained through 4-H involvement. Some life skills include:
    - Managing - keeping records, wise use of resources, planning/organizing
    - Thinking - problem solving, critical thinking, decision making, learning to learn
    - Living - disease prevention, personal safety
    - Being - self responsibility, self discipline, character
    - Working - teamwork, self motivation, contribution to group effort
    - Giving - community service, leadership
    - Caring - sharing, empathy, concern for others
    - Relating - communication, cooperation, social skills, accepting differences.  
(Targeting Life Skills Model, *Hendricks, 1996*)
- Education
  - Include name of school attending and anticipated graduation date. Also, list most meaningful participation in school activities (leadership and honors).
- Employment (Optional)
  - List any work experience.
- Personal Information
  - Include information on family, hobbies, school and community organizations. (Especially those that contribute to your objective and information in your resume.)

4-H Member's Full Name  
4-H Member's Street Address Line 1  
4-H Member's Street Address Line 2  
4-H Member's Primary Club  
County/City 4-H Program

### **Objective**

To present skills, accomplishments, and experiences acquired through 4-H leading to gains in leadership, citizenship, and life skills to be considered as a National 4-H Conference Delegate.

### **Leadership**

- Active member of Hypothetical County 4-H Horse Club since formation (2015-Present), Hypothetical County 4-H Leadership Club (2018), and Dairy Goat Club (2018).
- Serve as the Hypothetical Dressage Team secretary (2017-Present).
- Led 60 campers through activities as a Hypothetical Camp Teen Leader (2015-2018).
- Collaborated with another 4-Her to plan, organize, and enact National 4-H Week activities pertaining to service, leadership, and outreach in the county (2016-2018).
- Held the position of Hypothetical Club Secretary (2017-2018), vice president (2015), and president (2016), Hypothetical Club president (2018), and Hypothetical Club secretary (2013-2015).
- Competed in the Maryland State 4-H Hippology and Horse Bowl competitions as Hypothetical County team captain and jr. coach (2018).
- Assisted two Cloverbuds in exhibiting livestock in peewee showmanship classes at the Hypothetical County Fair (2018).
- Conducted research at the Hypothetical Research and Education Center with a team of scientists on a national research study evaluating the effects of different methods of castration on sheep and presented findings through a research poster at Maryland State Fair (2018).
- Planned activities for the Hypothetical County Fair as a member of the Junior Fair Board (2016-2017).
- Served on the Maryland State 4-H Council as a member of the service committee, planning and enacting state-wide service projects during 4-H events (2016-2017).
- Earned the Outstanding 4-Her Award in recognition of commitment to the Hypothetical County 4-H program (2017).
- Demonstrated leadership and citizenship in completing the requirements and earning the level 5 Diamond Clover Award (2017).
- Participated in animal agriculture, animal science, and agricultural education experiences through Hypothetical High School agricultural education program and demonstrated excellence by earning Career in Technological Excellence:

Agricultural Academy-Animal Science and FFA Proficiency in Entrepreneurship awards (2017).

- Promoted agriculture and the Fair during various activities throughout the year as Fair Royalty (2015-2016).

### **Citizenship**

- Assist and student teach 13 disabled riders weekly in therapeutic horseback riding lessons at Hypothetical Equestrian Center (2013-Present).
- Assisted 43 disabled riders while competing in a barn therapeutic rider show (2014-2018).
- Assisted in preparation, set-up, and tear down of the Hypothetical County Fair including kids tent activities and livestock pen assembly (2016-2018).
- Assisted in preparation, set-up, program, and clean up of the Hypothetical County 4-H Achievement Night by assembling decorations, editing the script, and emceeing the program (2016-2018).
- Led field trip groups of elementary age children through barn tours and STEAM activities at the Hypothetical County Fair (2016-2018).
- Assisted with six local horse shows by announcing, handing out ribbons, managing show orders, and manning the gate (2017-2018).
- Created curriculum and taught interactive lessons to abled and disabled riders in the Hypothetical Equestrian Horses Helping in Education and Exercise winter series (2017-2018).
- Led five 4-Hers in hands on dairy goat fitting and showing sessions during the county livestock workshop (2018).
- Competed alongside 17 disabled students on the Hypothetical High School Special Olympics Unified Sports teams at county and state competitions (2014-2017).
- Collected books and stuffed animals for the Hypothetical City Rescue Mission (2016-2017).
- Earned the Presidential Service Award (2017)
- Earned the Hypothetical County Certificate of Meritorious Service (2017).
- Collected canned food and non-perishable food items for the Maryland Food Bank (2016).

### **Life Skills**

- Learned *record keeping* and *planning/organizing* by completing a record book every year since 2013. With these skills, I earned the Hypothetical Award Sr. High Point award for 2016 and 2017.
- Learned *resiliency* and *character* by competing at the Hypothetical County Fair from 2016 to 2018 in various livestock competitions where I did not place as anticipated.
- Learned *communication* by presenting livestock demonstrations and hosting meet 'n greets at the Hypothetical County Fair for the public and visiting groups from 2016 to 2018.
- Learned *self-motivation* by preparing dairy goats throughout the year for competition at Hypothetical Spring Fair and Show in 2017 and 2018.

- Learned *nurturing relationships* by mentoring younger 4-Hers showing livestock or pursuing interest in livestock projects.
- Learned *self-responsibility* by making the Honor Roll this school year by working hard on assignments and balancing school work with 4-H and social life.
- Learned *humility* and *character* by preparing to show a dairy heifer at the Maryland State Fair where I earned champion Ayrshire showman in 2018. With these skills, I congratulated the other winners and thanked the people who helped me prepare and be successful at the show.
- Learned *teamwork* by organizing volunteers and working with other 4-Hers to prepare, transport, and assemble interactive activities for the kids tent at the Hypothetical County Fair in 2018.
- Learned *responsible citizenship* and *leadership* by attending the 2015 National 4-H Congress and participating in workshops and service projects featuring pertinent world issues and leadership skills. With these skills, I was able to bring leadership and insight back to my county 4-H program.

## **Education**

### **Hypothetical High School, Hypothetical City, MD**

**Graduation: Spring 2017**

Graduated with highest honors

GPA: 4.18

- Member of FFA, 2013-2017
- Unified Sports co-captain, 2014-2017
- Member of Best Buddies, 2015-2017
- Member of National Honor Society, 2016-2017

## **Employment**

- Work study at Hypothetical Center for Sustainability Studies (2017-Present)
- Produce packager at Hypothetical Produce Farm (2018)

## **Personal Information**

- Family: Daughter of Ma and Pa Hypothetical; one brother Hypothetical
- Affiliations: Member of the American Dairy Goat Association
- Hobbies: Horseback riding, horticulture, showing livestock, and coaching horse knowledge teams

## Maryland 4-H Resume Score Sheet

Name: \_\_\_\_\_

	Perfect Score	Actual Score	Comments
<p><b>Leadership</b> This section focuses on activities that demonstrate the 4-Her's skills as a leader.</p> <ul style="list-style-type: none"> <li>• Committee, Event or Activity Chair</li> <li>• Club Officer</li> <li>• Project or Class Teacher</li> <li>• Club Teen Leader</li> <li>• Camp Counselor</li> <li>• County, Regional, State Leadership</li> <li>• Coaching</li> <li>• School, Church or other youth group leadership activities</li> </ul>	<b>12</b>		
<p><b>Citizenship</b> This section focuses on the 4-Her's caring and sharing skills. Examples include:</p> <ul style="list-style-type: none"> <li>• Club Community Projects</li> <li>• Mentoring</li> <li>• Food/Clothing Drives</li> <li>• Habitat for Humanity</li> <li>• Environmental (Save the Bay, etc.)</li> <li>• Non-4-H activities related to caring and sharing</li> </ul>	<b>12</b>		
<p><b>Life Skills</b> This section focuses on skills learned, including:</p> <ul style="list-style-type: none"> <li>• Decision Making</li> <li>• Acquiring Knowledge</li> <li>• Taking Personal Responsibility</li> <li>• Creative Thinking</li> <li>• Communicating</li> <li>• Understanding Self</li> <li>• Getting Along with Others</li> </ul>	<b>12</b>		
<p><b>Format</b> This section focuses on:</p> <ul style="list-style-type: none"> <li>• Good eye appeal and overall look</li> <li>• Correct spelling and grammar</li> <li>• Appropriate font size-12 pt. and style-Times New Roman</li> <li>• Correct margins-1 in. and layout-single spaced</li> <li>• Proper length-3 pages max.</li> </ul>	<b>4</b>		
<b>Total</b>	<b>40</b>		

**Note to Judges:** The resume is one part of the 4-Her's total portfolio. Other components and their point values include: Essay-20 points and Interview-40 points.