

Jackson County 4-H Accomplishment Resume Grades 7-9

Exhibit

- Demographic page
- Cover Letter
- Accomplishment Resume

Exhibit in a lightweight folder. Do not use page protectors. Do not hole punch the documents. These documents should be typed with a minimum of a 10 point font.



Jackson County 4-H Accomplishment Resume Demographic Form

Submission Year: _____

Years Completed in 4-H: _____ 4-H Club: _____

Name (First, Middle Initial, Last): _____

Home address: _____

Email address: _____

Date of Birth: _____

Parent/Guardian name: _____

Name of School: _____

Grade in School: _____

4-H Projects taken: (Continue on separate page if needed)

Project	Years	Project	Years	Project	Years

Statement by 4-H member

I personally have prepared this document and certify that it accurately reflects my work:

Date

Signature of member

Approval of Documents

I have reviewed this document and believe it to be correct:

Date

Signature of Parent/Guardian

COVER LETTER GUIDELINES AND EXAMPLE

- The cover letter should be a one page introduction of yourself and your resume
- Use **bold, italics or underlining** to highlight your life skills
- Expand on your life skills bulleted on your resume in the body paragraphs

Date letter is written or to be submitted

Jackson County 4-H Accomplishment Resume
111 S Main St.
Suite 10
Brownstown, IN 47220

Dear Selection Committee,

The first paragraph should be used to introduce the member to the reader. This paragraph will provide a brief overview of the member's 4-H involvement and experiences. You might include the number of years in 4-H, number or type of projects completed, 4-H club involvement, camps/events, etc.

The next two to three paragraphs should be devoted to summarizing and highlighting two to three **life skills** demonstrated in the resume.

The final paragraph is a way to inform the reader how you have benefited from your involvement in 4-H. Discuss how the life skills you have developed through 4-H will be used in your future in your career and community. It is also good to thank the reader for taking time to evaluate your submission.

Sincerely,
Signature of member
Name of member

ACCOMPLISHMENT RESUME GUIDELINES AND EXAMPLE

- Write about 3 to 5 life skills you have developed as a result of participation in Indiana 4-H. These skills can be those that you have learned or strengthened as a 4-H member.
- Use bulleted format.
- **Bold** your topics
- The resumé should be no more than two pages.

Your Name
Mailing address (complete with city, state and zip)
Phone Number
e-mail address

Community Service

- Organized a food drive to fill a local food pantry
- Participated in a hygiene drive for Junior Leaders
- Member of both Junior Leaders and my club community service committees

Leadership

- President of my club for previous 2 years
- Encouraged eight new camp members to attend local 4-H camp
- Attended retreats to strengthen leadership skills

Teamwork

- Worked with committee members to make successful decisions
- Cooperating and working with groups at 4-H camp to complete difficult challenges

Future Goals: List here short and/or long term goals. Your goals can relate to school, future career, or 4-H.

Honors:List 4-H Honors.

LIFE SKILLS EXAMPLES

Accepting Differences	Motivating Self
Character	Negotiating
Civic Engagement	Nurturing Relationships
Communication	Organization
Community Service Volunteering	Personal Safety
Concern For Others	Planning
Conflict Resolution	Planning & Organizing
Contributions To Group Effort	Problem Solving
Cooperation	Reasoning
Coping	Record Keeping
Creative Thinking	Resiliency
Critical Thinking	Responsibility
Decision Making	Responsible Civic Engagement
Disease Prevention	Self-Discipline
Empathy	Self-Esteem
Goal Setting	Self-Motivation
Healthy Lifestyle Choices	Self-Responsibility
Honesty	Service Learning
Interpretation	Sharing
Keeping Records	Social Skills
Leadership	Speaking
Learning To Learn	Stress Management
Listening	Teaching
Managing Feelings	Teamwork
Managing Resources	Technology
Managing Stress	Thinking Critically
Marketable Skills	Time Management
Mastering Technology	Wise Use Of Resources
Mathematics	Writing