

4-H Resume –no more than 3 typed pages in the following resume format. This is required for senior 4-H members, optional for novice and junior members.

Format:

*Name
Address
City, State & Zip*

Objective: Fill in a one-sentence objective when you create a resume for a particular position or specific purpose. For the 4-H portfolio, your objective will be: To highlight the skills gained through my experiences in the (insert the name of your project(s)) project and other related 4-H experiences.

Skills: Think about your 4-H project experiences, including leadership and citizenship. List up to four of your strongest skills. Under each skill, identify the experiences that have helped you develop those skills. Keep your description brief (one or two sentences).

Education: List your academic major or area of strongest interest. List name of school, city, state, date you received or expect your diploma and the dates attended.

4-H Accomplishments:

- *List the 4-H clubs in which you were active and how many years in each.*
- *List the major events and activities you attended (e.g., State 4-H Conference, state fairs, Citizenship Washington Focus).*
- *List any 4-H awards you received.*
- *List examples of your community service projects, along with a short explanation.*

Leadership roles: List the leadership roles you have held in 4-H, school, church, clubs, community organizations, etc.

Employers: (optional) If you have been employed or have been in a non-paid work situation, list your employers here. Begin with your most recent job. Include the employer, city, state, and dates (month/year) you were employed and a brief description of your responsibilities. Include work that you do at home (e.g., specific chores such as preparing meals, mowing lawns, serving on the hay crew for farm).