

YOUR NAME
Street Address
City, State, ZIP

SKILLS AND ACCOMPLISHMENTS

LEADERSHIP

- Persuaded my 14 member 4-H group and the local Citizens Association to clean up and restore a neighborhood park, for which we won an award for civic beautification from the mayor.
- Organized a clean-up day and bake sale; press coverage resulted in more than \$1000 in donations from local businesses.

ORGANIZATION

- As a three-year coordinator of 4-H School Promotions, scheduled dates, times and room locations for our three elementary schools.
- Secured presenters, materials and obtained school releases and transportation for presenters. During five-year involvement, participated in filming of promotional tape, and represented 4-H by speaking to approximately 250 elementary students.

TEACHING

- Coached 45 young 4-H clothing members on different modeling techniques during hands-on clothing workshops over the last two years. This helped give the younger members more confidence on judging day.
- Demonstrated methods of zipper applications and other sewing tips for 50 members during our local 4-H club meeting last spring.
- Instructed 170 children, during swimming lessons, over the last two summers.

FINANCIAL PLANNING:

- Developed skills of purchasing, budgeting and of money management.
- Determined break even costs for barrows by calculating the average price received at our auction and subtracting the production costs.
- Cost of production has been under the state average every year by careful planning on purchases, budgeting and using low cost inputs.

FUTURE GOALS

List here, as briefly as possible, your future goals (short and / or long term). This may include 4-H, school, work, etc.

NOTE: This résumé information is to be no more than 2 pages.

Adapted from materials prepared by Joanne Lytton, Carroll County, Extension Educator, Purdue Extension, Document updated and created by Renate Jobst, Perry County, Extension Educator, Purdue Extension

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Preparing your Jr. Leader Resume

In order to complete your Jr. Leader resume, please do the following:

- Complete a one-page cover letter
- Complete a two page resume

These are suggestions, but using this format prepares you for an opportunity in the fall – 4-H scholarship and trip applications! Don't stress too much, but think about how much the resumes will help you prepare for scholarship applications and job opportunities! Also, don't wait until the last minute. The resume is only useful if it is useful for YOU! Take time to make it something you can use again.



A few tips before we go further. Remember to:

- Use a font larger than 10
- Type your resume if possible
- Stay positive with all statements
- Keep the resume neat (don't fold, get stains on it, or smudge it)
- Don't wait until the last minute
- Proof your resume. Perhaps ask others to proof it as well

Let's get started!

1. Start by looking at your 4-H record of achievement in order to prepare your resume.

Pick 5 life skills and look at activities you have done to practice these life skills. A partial list of life skills include:

Self-esteem	Community service volunteering
Self-motivation	Nurturing relationships
Teamwork	Sharing
Marketable skills	Empathy
Contributions to group effort	Concerns for others
Responsible citizenship	Accepting differences
Leadership	Conflict resolution
Social skills	Decision making
Cooperation	Learning to learn
Communication	Personal safety
Resiliency	Disease prevention
Keeping records	Stress management
Wise use of resources	Healthy lifestyle choices
Planning/Organizing	Self-discipline
Goal setting	Managing feelings
Service learning	Character
Critical thinking	Self-responsibility
Problem solving	Teaching

Go online to: <http://www.extension.iastate.edu/4H/lifeskills/> for a great explanation of 4-H life skills. This website also includes life skills. You may come up with life skills besides the ones listed above.



2. Now, list what you did to practice this life skill and the result.

Example:

Life Skill: Teaching.

What I did: Taught Foods Demo on making homemade pizza.

Result: 20 club members learned how to make a quick and nutritious snack. (See resume worksheet)



3. Come up with other examples for this life skill. Now do this for each life skill.

4. Turn examples into bulleted power statements. Aim for 5 bullet points for each.

Use Power verbs sheet. Also use thesaurus for strong verbs. Use a consistent format **always start with a power verb and bold it**.

Try to focus on 4-H project specific examples on at least 2 bullets. The rest can be examples from home, school, other extra curricular activities, etc.

5. At the bottom, include a section called "Future goals." This may include future goals for 4-H, school, college, work plans, etc.

6. Make sure the resume is no more than 2 pages.

Include:

- Heart warming 4-H stories with evidence of learning
 - Evidence that you learned a skill in 4-H
- State and national trips/awards that show you learned
- Entrepreneurship (The practice of starting new organizations or businesses, or revitalizing mature organizations)
 - Don't focus on awards. The focus then is on winning, not learning. The committee is interested in what you learned (not what you won).
 - Don't list what you did without showing what you learned or taught others. Instead, the committee wants you to show what you learned and what you taught others.