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# Building a 4-H Resume

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*A resume is a tool used to show off a person's strengths, skills, and talents. It is what makes a person stand out when looking for a job, applying to college, or trying to get scholarships. Having a good resume is what often lands a person their first real job.*



## Basic Resume Tips:

- Use no more than two different fonts, and no more than 3 different font sizes
- Follow a pattern of font use (e.g. headers, body, titles)
- Leave plenty of white space, use 1" margins
- Use bullet points and phrases rather than full sentences (except in the Personal Development Statement)
- Maximum of 2 pages – Printed on front only
- Highlight your 4-H experiences and the skills you have acquired from these experiences.

## Information to Include:

- **Name, Address, Phone, and Email in the Heading**
- **Personal Development Statement/Objective:** Up to three sentences that describe what you stand for and what you aspire to become. It is a broad statement of your goals in life, not simply what you want to do for a job or career.
- **Education and Professional Development:** Include highest grade level achieved, any extra trainings, and specialized courses you may have participated in.
- **Employment Experiences:** Include all employment experiences held, both paid and unpaid.
- **Skills**
  - **Leadership Skills:** Describe skills you have gained through significant leadership roles you have held. Include dates and range of experiences.
  - **Citizenship Skills:** Describe skills and experiences you have held conducting service learning and volunteer activities. Include dates and range of experiences.
  - **Other Skills:** List skills and expertise in specific areas that might not be reflected in Education, Leadership, or Citizenship. This could include musical instruments, work experiences, computer skills, etc.
- **Certificates and Honors:** List the name and date of the certificate, and who awarded it.

***A Resume should be a summary of accomplishments not only in 4-H, but throughout life, highlighting skills, talents, and strengths from all experiences.***

# John H. Clover

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**Objective:** To highlight the skills gained through my 4-H photography project to obtain a position with a portrait studio.

**Skills:**

Accepts responsibility  
Critical thinking  
Highly organized  
Oral presentations  
Public speaking  
Positive work ethic  
Team player  
Written communications  
Work well under pressure  
Extensive use of digital cameras and editing software  
Dark room photo developing

**Education:**

South High School, Cloverville, Arkansas  
Graduation Date: May 2015  
Area of Interest: Photography

**Employment:**

Jan/12 – May/13 **Cloverville Medical Center**, Cloverville, Arkansas  
Volunteered as a student assistant 15 hours per week and received two academic credits for service learning.

May/13 – Aug/14 **Cloverville Times**, Cloverville, Arkansas  
Covered high school sporting events for county paper including taking photos for sports section.

## **Leadership Roles:**

- County 4-H Honor Club President ( 2014)
- District 4-H Advisory Group Member (2013)
- Church Youth Retreat Leader (2012)
- Student Council Representative (2012)

## **Honors and Awards:**

- State 4-H Record Book Finalist (2013)
- All District Basketball Team (2013)
- State 4-H Ambassador (2012)
- State 4-H Teen Star (2012)
- County Winner – 4-H Public Speaking Contest (2010)