Section 7: 4-H Resume
(Senior Members Only)

A resume is an opportunity to show your strengths, skills, talents and creativity. You want to stand out and be remembered and at the same time present yourself professionally. If you want to be creative in the style and design, try to follow these tips:

- Use no more than 2 different fonts and no more than 3 different sizes of fonts.
- Follow a pattern of font use, heading use and description format
- Leave plenty of white space on the page, consider 1 inch margins all around
- Use bullet points and phrases instead of full sentences except in the Personal Development Statement-use full sentences there.

4-H Record Book Resume:

- Maximum of 2 pages. Each side counts as a page.
- Highlight your 4-H experiences and include a little of your outside of 4-H involvement-highlight the most significant skills you have gained, the ones that you are most proud of.

Include the following:

- ⇨ **Name, Address, Phone, Email in a heading**
- ⇨ **Personal Development Statement:** One to three sentences that describe what you stand for and what you aspire to become as a human being. It is not a statement of what you want to do, but rather how you want to be in the world.
- ⇨ **Education and Professional Development:** Highest grade achieved so far. Trainings and specialized course work.
- ⇨ **Leadership Skills:** Describe skills you have gained through significant leadership roles you have filled.
  Include date range of experience.
  Example:

  Co-Chair, County Harvest Festival, August - October 2014:
  With an adult volunteer, planned and organized a countywide event for 500 people.
  Developed problem-solving, group management and organizational skills.
- ⇨ **Civic Engagement Skills:** Same format as Leadership Skills.
- ⇨ **Other Skills:**
  Examples:

  Expert pianist, 10 years of lessons and over 100 recitals
  300 hours work experience in housing painting
- ⇨ **Certificates & Honors:** List name of certificate and who issued it.
  Example:

  Lifeguard/Professional CPR, American Red Cross, August 2015