

# 4-H TRIPS



# APPLICATION PACKET

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**REMEMBER:** *Your trip application includes:*

- \*Cover Letter
- \*Resume'
- \*4-H Project Record Book
- \*Due: First Friday of December
- \*Interviews: January

## WRITING A SUCCESSFUL COVER LETTER



- Type the letter and envelope, if possible.
- Address the letter to: (see sample letter).
- First paragraph: Describe what you are applying for. Example: I am applying to/for \_\_\_\_\_.
- Go through the application guidelines, line by line, and respond to each requirement.
- Avoid starting each sentence with "I".
- Avoid using 4-H jargon.
- Express your emotion.
- Make the letter easy to read.
- Close your letter with a strong action sentence. Example: "I hope to hear from you soon." Or "You can contact me at this telephone number.....".
- Center your letter on the page. Margins should be 1".
- Be brief and to-the-point.

**COPY – ACTUAL COVER LETTER (2008)**

Jane J. Doe  
111 ABC Street  
Camp Douglas WI 54618

Juneau County 4-H Leaders Association  
University of Wisconsin – Extension  
Juneau County Office Building  
211 Hickory Street  
Mauston WI 53948

Dear Trip Selection Committee:

I am submitting my resume and 2008 Record Book to be considered as a delegate for the Citizenship Washington Focus Trip. I am interested in this particular trip because I would like to experience what it would be like to have a job in government, and also to meet and exchange ideas with fellow 4-H members from around the United States.

As an active member of Juneau County 4-H for the past \_\_\_\_years, I have participated in Theatre Arts, Clothing, Youth Leadership, Foods and Nutrition, Arts and Crafts, Music, Child Development, Home Environment, Self-Determined, Creative Writing, and Clowning Projects. In addition, I have developed confidence and leadership skills through participation in the Juneau County 4-H Ambassador program, as a club officer, and through the International 4-H Youth Exchange. My resume and 4-H Record Book detail the learning and experiences I have gained by being a member.

Thank you for accepting my application. I look forward to discussing my skills and qualifications with you at an interview. You can reach me at (608) 555-1212 or by email at [jdoe@mwt.net](mailto:jdoe@mwt.net).

Sincerely;

Jane J. Doe

[Identifiers changed to protect the innocent].

## PREPARING A RESUME

**4 Basic Formats:** Each has advantages and disadvantages. You decide what works best.

1. Chronological
2. Targeted
3. Functional
4. Combination

### **Chronological: Advantages**

- \*Emphasizes steadiness, growth.
- \*Stresses positive factors.
- \*Familiar to reviewers.

### **Targeted: Advantages**

- \*Customizes easily.

### **Functional: Advantages**

- \*Highlights skills areas.
- \*Emphasizes growth, leadership.
- \*De-emphasizes unrelated issues.
- \*Organized by descending order of importance.

### **Combination: Advantages**

- \*Combines all styles.
- \*Coordinates your skills with what you are applying for.
- \*Eliminates distracting information.

### **Chronological: Disadvantages**

- \*Can reveal gaps in activity.
- \*May be difficult to highlight skill areas.

### **Targeted: Disadvantages**

- \*Less useful for multiple situations.

### **Functional: Disadvantages**

- \*Few drawbacks for 4-H resumes.

### **Combination: Disadvantages**

- \*Takes longer to write



## Ready to Write: Use Action Words

1. List your accomplishments.  
(Remember, it's what you learned and did...not the ribbons).
2. Provide as complete a description of your accomplishments as possible.  
(The reader will not know you.)
3. Begin each phrase in your resume with an action word (see list).
4. Use examples, but write your own cover letter and resume.
5. Action words: (excerpt from JIST Works™).

Acted	Demonstrated	Instructed	Presented
Adapted	Designed	Interpreted	Promoted
Advised	Detected	Interviewed	Publicized
Analyzed	Developed	Invented	Questioned
Approved	Directed	Investigated	Read
Arranged	Documented	Judged	Received
Assembled	Edited	Kept	Recommended
Assisted	Eliminated	Learned	Reconciled
Attained	Enforced	Lectured	Recruited
Budgeted	Established	Led	Repaired
Built	Evaluated	Listened	Scheduled
Calculated	Examined	Logged	Selected
Changed	Experimented	Met	Served
Checked	Facilitated	Modeled	Shaped
Coached	Fixed	Negotiated	Sold Solved
Collected	Gathered	Observed	Spoke
Communicated	Governed	Obtained	Studied
Compared	Guided	Offered	Summarized
Completed	Handled	Operated	Supervised
Computed	Helped	Ordered	Supplied
Coordinated	Identified	Organized	Taught
Counseled	Illustrated	Originated	Trained
Counted	Implemented	Painted	Tutored
Created	Improved	Participated	Typed
Defined	Increased	Photographed	Utilized
Delegated	Initiated	Piloted	Wrote
Delivered	Inspected	Planned	

## **SAMPLE RESUME**

**NAME:** Address:  
City/State/Zip Code:  
Phone:  
Email:

### **LEADERSHIP**

- Promoted 4-H as Juneau County Ambassador for 2 years.
- Camp Counselor: 2001-2003
- Provided leadership and organization as Vice President of club (2003), secretary of club (2002), and reporter (2001).
- Served as member of club dairy promotion committee (2001, 2002).

### **PROJECT SKILL DEVELOPMENT:**

- Planned and prepared a nutritionally balanced meal for club Family Night.
- Increased skills by caring for an 8-year old horse, providing proper feed
- Monitored health (mouth, feet) of animal.
- Utilized correct tools for grooming.
- Planned and planted a garden for cool and warm season vegetables.
- Learned and applied principles of design to create prize-winning drawing.
- Participated in re-assembling 4-cycle engine and started it.
- Constructed bluebird houses according to guidelines from the National 4-H
- Member: Audubon Society.
- Organized a tackle box for fishing gear.

### **4-H SUMMARY**

Name of club, years as member (do not include years as Cloverbud)

### **4-H ACTIVITIES**

Club

List club activities and years involved

County

List county activities and years involved

### **OTHER ACTIVITIES**

List school and extracurricular activities and year involved.

### **EDUCATION**

Name of school and grade.

(Resume should be one side of 8.5 x 11 inch sheet of white or light colored paper).

## INTERVIEW



### DO:

- Sleep well the night before. Relax.
- Plan ahead.
- Practice answering questions in the mirror or w/an adult, a friend, etc.
- Eat a light snack about an hour before your interview.
- Dress appropriately. Wear modest apparel, light make-up (females), no visible piercing, tattoos, etc.
- Arrive 15 minutes early (allow time to find the correct room, use restroom, get a drink, compose yourself).
- Report to the front desk and provide your name and reason for being there.

**YOU:** Good morning/afternoon. My name is Jane/John Doe and I have an appointment with Ms. Davis for an interview.

**FRONT DESK WORKER:** Please be seated. Ms. Davis will be with you shortly.

### **Typical Interview Format: Introduction - Body - Conclusion - Follow-up**

#### **Introduction: (You and Interviewer(s))**

- **Interviewer:** "Good morning. My name is Nancy Davis."
- **You:** "Good morning Ms. Davis, I am \_\_\_\_\_. It's nice to meet you."
- Shake hands, firmly, if Interviewer offers his/her hand first.
- **Interviewer:** "Please be seated." This is usually followed by short, general conversation. "How are you today?"

**Body:** The Interviewer will likely ask some of these questions.

- Tell me about yourself.
- Why do you feel you are qualified for this trip?
- What skills or abilities make you the best candidate for this opportunity?
- What is your favorite 4-H project? Explain why you like it.
- What project was your greatest challenge?



## INTERVIEW (continued)

- Has a project you worked on ever failed to meet your expectations?
- What did you learn from that?
- Is there anything you would like to share today?
- Do you have any questions? (It's a good idea to have one or two.)

### **Conclusion:**

- **Interviewer:** Thank you for coming in today John/Jane. You will be hearing from the Extension Office soon with the results of your interview.
- **You:** Thank you for meeting with me Ms. Davis. I appreciate the opportunity to describe my qualifications with you.

### **Follow-up:**

- **You:** Prepare a short thank you note and send it within two days of your interview.



## TRIP REIMBURSEMENT FORM

Families are partially reimbursed for their portion of the trip fee if their 4-H member makes **TWO TRIP PRESENTATIONS** after they return and before September 30 (end of 4-H fiscal year). Here are some options:

- Present to a 4-H Club other than your own.
- Complete a poster and do a presentation at the Juneau County Fair. (Sign up in the 4-H Exhibit Building at the Superintendent's desk during the Fair.)
- Present at the Juneau County 4-H Leaders Association during the July, August, or September meetings. Call Judy Kennedy to get on the Agenda. 847-9329
- Do a presentation for a church group, civic organization, public library reading group, etc.
- Present to your own 4-H club.

**Participant Name:** \_\_\_\_\_

**My 4-H Club:** \_\_\_\_\_

**Name of Trip:** \_\_\_\_\_

Circle: Explore Wisconsin      American Spirit      U.S. Space Camp      CWF      Other

**Dates of Trip:** \_\_\_\_\_

**I DID MY TRIP PRESENTATION FOR THE FOLLOWING**

1. Club Name \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

2. Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

3. Fair Poster Presentation: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

4. 4-H Leaders Association: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: UW-Extension, 211 Hickory Street, Room 302, Mauston WI 53948 by September 30.**