

# **Barron County 4-H**



## **4-H Key Award Guidelines and Application**

## **Guide to Creating a Resume and Cover Letter Table of Contents:**

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## **Barron County 4-H Key Award**

The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the function of their 4-H Club and Community. It is considered a high honor in 4-H.

### **Eligibility Requirements:**

- 9th grade or older
- Completed at least 3 years of 4-H
- Completed at least one year of Youth Leadership

To be considered for the 4-H Key Award for the current year, please complete the following:  
(full criteria and helpful tips listed on following pages)

A cover letter

A resume

Objective

Education

Leadership

4-H Projects

4-H Activities

School & Community

Service-Learning

Achievements

References (separate page)

A letter of Recommendation by a 4-H leader/volunteer and Adult Recommendation form.

*\*A record book must have been completed for a County Level Award to be considered for the Key Award*

Due by: October 15, 2021

### **Please send completed materials to:**

Sara Waldron, Barron County 4-H Program Coordinator  
335 E Monroe Ave rm. 2206  
Barron WI 54812

Or

Sara.waldron@wisc.edu

## TIPS FOR CREATING YOUR COVER LETTER AND RESUME

- **Use a computer.** You can save your work and make revisions as necessary. This is especially helpful for future use. The resume, cover letter and envelope should not be handwritten.
- **Plan ahead.** Go through each part of the resume and cover letter before typing. Use your old record books to help you. Put your thoughts together. Translate your skills into action oriented, concise, descriptions. As much as possible, think of your 4-H experience as a job. What do you do? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?
- **Layout, design, and formatting.** Your resume should be easy to read and understand. Choose an appropriate font and font size. Use the same 1-2 fonts throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. White space is a good thing. There should be a balance of text and white space. Each description should begin with an action word and be short, concise and to the point. Chronological, order and logical arrangement is very important in a resume! In other words, you should always list the most current and most important accomplishments first in a resume.
- **Editing.** Your documents should be free of spelling and grammar errors. Use spelling and grammar check and follow that up by having at least two adults proofread your cover letter and resume. Do not use contractions, abbreviations, or 4-H jargon.
- **Individualize it.** This is YOUR resume and cover letter; add your own personality to it. This provides you the opportunity to express emotion, which is evident in a good cover letter. In addition, this is a great way to tailor your cover letter and resume for this particular application.
- **Put it ALL down.** Don't be modest or shy about your accomplishments and experiences. A cover letter and resume is your chance to highlight your unique skills and qualities. Assume your reader does not know you; provide as complete a description of accomplishments as possible. Remember, accomplishments are about what you have learned, how you have grown, what skills you have developed and what you have experienced, not about awards or ribbons. The accomplishments you discuss in your cover letter should refer to your resume, not repeat it. In addition, the cover letter should explain your accomplishments and experiences in a story-like format that works with the information provided in your resume. This allows you to go in-depth about important knowledge and skills and relate them to the expectations of the "employer" and provide a sample of your written communication skills.
- **Ask for help if you need it.** If you haven't ever gone through this process, you may have questions. Don't hesitate to ask! The 4-H Educator is more than willing to help. Call her at 715-537-6253 or email her at [sara.waldron@wisc.edu](mailto:sara.waldron@wisc.edu).

## List of Action Words to Utilize in Cover Letters and Resumes

Accelerated	Enforced	Organized
Acted	Examined	Oversaw
Accomplished	Experimented	Participated
Achieved	Energized	Performed
Adapted	Established	Pinpointed
Administered	Evaluated	Planned
Advised	Expanded	Prepared
Analyzed	Expedited	Presented
Arranged	Facilitated	Produced
Assembled	Found	Programmed
Assisted	Functioned as	Proved
Assumed responsibility	Gained	Provided
Budgeted	Gathered	Published
Balanced	Generated	Presented
Blazed	Graded	Promoted
Billed	Graduated	Publicized
Built	Illustrated	Questioned
Carried out	Increased	Recommended
Changed	Influenced	Recorded
Calculated	Implemented	Recruited
Channeled	Improved	Reduced
Collected	Initiated	Referred
Communicated	Innovated	Reinforced
Compiled	Installed	Represented
Completed	Instructed	Researched
Conceived	Interpreted	Revamped
Conducted	Interviewed	Reviewed
Controlled	Introduced	Revised
Counted	Invented	Revitalized
Compared	Issued	Scheduled
Contracted	Judged	Showed
Coordinated	Kept	Served
Counseled	Learned	Set up
Created	Listened	Solved
Cut	Launched	Spearheaded
Defined	Led	Steered
Delivered	Modeled	Studied
Delegated	Maintained	Structured
Demonstrated	Managed	Suggested
Designed	Mastered	Supervised
Determined	Met with	Supported
Developed	Modernized	Surpassed
Directed	Motivated	Taught
Dispatched	Negotiated	Tested
Distributed	Observed	Trained
Documented	Operated	Tripled
Earned	Obtained	Updated
Edited	Optimized	Utilized
Effected	Originated	Used
Eliminated	Orchestrated	Won
Enabled	Ordered	Wrote

<b>DATE</b>	DATE YOU ARE MAILING LETTER
<b>ADDRESS</b>	INSIDE ADDRESS (ADDRESS OF THE INDIVIDUAL RECEIVING LETTER)
<b>SALUTATION</b>	GREETING TO INDIVIDUAL RECEIVING LETTER, FOLLOWED BY A COLON
<b>PARAGRAPH 1</b>	WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY OUTLINING YOUR OBJECTIVE (I.E., KEY AWARD).
<b>PARAGRAPHS 2 &amp; 3</b>	THIS IS THE “WHY ME?” PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE <u>UNIQUELY</u> QUALIFIED FOR THIS AWARD FOR BARRON COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. GIVE SPECIFIC EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.
<b>FINAL PARAGRAPH</b>	CLOSE THE LETTER. THANK THE READER FOR CONSIDERING YOUR RESUME.
<b>CLOSING</b>	SINCERELY IS THE MOST APPROPRIATE CLOSING, FOLLOWED BY A COMMA
<i>Chris Clover</i>	SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE
<b>NAME</b>	TYPED NAME THAT MATCHES SIGNATURE
<b>ENCLOSURE</b>	INDICATE WHAT IS INCLUDED IN THE ENVELOPE WITH THE COVER LETTER

November 2, 2008

Extension Barron County  
Barron County Government Center  
335 E Monroe Ave Room 2206  
Barron WI 54812

Dear Key Award Selection Committee:

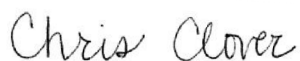
It is my pleasure to submit my resume, references, and adult recommendation in consideration for the 2021 Barron County Key Award. My leadership experiences and my dedication to personal development make me a first-rate choice to receive this honor for Barron County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Barron County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Barron County 4-H Youth Leaders' Reporter and a 4-H Summer Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well-rounded citizen.

Additionally, serving as a 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and, then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I believe that my 4-H experiences demonstrate my leadership and service to the Barron County 4-H Program and make me a great candidate for the Key Award. My experiences in Barron County 4-H and my activities outside of 4-H make me a great candidate for this award. Thank you for considering my application.

Sincerely,



Chris Clover

Enc: Resume  
References

## **NAME**

ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
EMAIL

**OBJECTIVE** Explain in one sentence which award trip you are applying for.

**EDUCATION** List school name, year in school, expected date of graduation, 4-H club name and years in 4-H.

**LEADERSHIP** List all 4-H and non-4-H leadership roles and years held. Provide a short explanation of the responsibilities expected of you and what knowledge and skills you learned as a result.

**4-H PROJECTS** List all projects in which you are or have been enrolled and the number of years enrolled. Provide a short explanation of your accomplishments (remember, accomplishments are not trophies and ribbons!) in each project and what knowledge and skills you learned as a result.

**4-H ACTIVITIES** List all prominent 4-H activities and the number of years participated. Provide a short explanation of your role and/or responsibilities in each 4-H activity and what knowledge and skills you learned as a result.

**SCHOOL & COMMUNITY** List all significant school and community activities including school events, sports, community organizations, church, and work experience in paid or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each school or community activity and what knowledge and skills you learned as a result.

**SERVICE-LEARNING** List all valuable 4-H and non-4-H service-learning projects and the number of years participated. Provide a short explanation of your role and/or responsibilities in each service-learning event and what knowledge and skills you learned as a result.

**ACHIEVEMENTS** List all awards, honors, and other special successes and year received.

**REFERENCES** Three references listed on a separate sheet.



# Chris Clover

1129 4H ROAD  
FOUR CLOVER, WI 58965  
555-111-7777  
[chris.clover@net.net](mailto:chris.clover@net.net)

## OBJECTIVE

Seeking an interview for the Citizenship Washington Focus Trip.

## EDUCATION

Mondovi High School; Sophomore. To Graduate with Honors 2011.  
Clover 4-H Club; 4-H member for 10 years.

## LEADERSHIP

**Barron Co. 4-H Youth Leaders' Council. Reporter, 2008-Present.**

My responsibilities include preparing short news stories for the local paper and helping to create the monthly youth page for the 4-H newsletter. This position helps me strengthen my communication and time management skills.

**Clover 4-H Club. Treasurer, 2007-2008.**

As Treasurer, I kept all the financial records for the club. I also helped create the club budget, which made me think about money and how to manage it in new ways. As a result, I started saving for college with the money I earn at my job.

**Barron High School Student Council. Representative, 2007-Present.**

A representative for Student Council ensures that fellow classmates' voices are heard on school issues. As a representative, I have already learned how to better speak with my classmates and effectively communicate their ideas in government.

**PO-Croix-BAR 4-H Summer Camp. Counselor, Summer 2007.**

As a Camp Counselor, I cared for eight youth in my cabin, worked with fellow counselors to plan camp activities, and taught three archery sessions. My role helped me develop planning skills, gain patience, and practice problem solving.

**YELL Conference Planning Committee. Chair, 2006-2007.**

As the Chair, I facilitated three planning meetings and assisted each of the captains to ensure duties happened on time. I learned a lot about how to run effective meetings and how to work with others from this position.

## 4-H PROJECTS

**Youth Leadership. 2005-Present.**

Youth leadership has allowed me to consider different leadership styles and try on many different leadership roles. The most important idea I have gained is that being a good leader doesn't mean just being the biggest boss.

**Archery.** **Youth Leader, 2006-2008.**

As an archery youth leader, my biggest accomplishment is teaching archery at summer workshops and at 4-H Summer Camp. I have learned patience and teaching skills, accuracy, and safety in shooting sports.

**Foods & Nutrition.** **2003-2007.**

As a part of this project, I have exhibited at the Foods Revue for three years. Each year I challenged myself with new, more difficult foods to prepare. I have learned more about the foods pyramid and nutrition as well as table etiquette.

**Photography.** **2002-2006.**

My most valuable accomplishment in photography was learning how to create interesting photos with the use of the rule of thirds and leading lines. I also participated in two digital photo workshops that strengthened my project skills.

**4-H ACTIVITIES**

**Barron Co. Festival of Arts.** **2002-Present.**

At the festival I exhibited a poetry reading each year. Last year the judge gave me some feedback on my enunciation and this year I utilized those suggestions and improved my placing as a result.

**Clover 4-H Grandparents' Dinner.** **2005-Present.**

Each year in our club we host a meal for elderly in our area, my responsibility is to help plan the menu. I have gained empathy for others and developed my budgeting skills as a result of this activity.

**Wisconsin 4-H & Youth Conference.** **Delegate, 2008.**

I participated in challenging seminars, met many new people, and shared my new knowledge and skills with others when I returned. I gained independence and built a new awareness about issues surrounding diversity.

**4-H Canoe Camp.** **2005-2007.**

I was a camper at Canoe Camp for two years. I learned how to paddle a canoe and gained independence from camp because I had to figure out lots of tasks like cooking and putting up a tent on my own.

**Ag-Olympics.** **2005-2007.**

I participated in Ag-Olympics at the Fair. This activity helped me strengthen my teamwork skills and also got me interested in the 4-H Youth Leaders' Council.

## **SCHOOL & COMMUNITY**

**Barron County Partnership Council.**                      **Member, 2008-Present.**

I represent Mondovi High School students on the Council and help make decisions on alcohol and drug related issues in the County as well as help plan our annual events, like Senior Day, and write student mini-grants to fund those events.

**Barron SuperValu.**    **Cashier, 2008-Present.**

At my job, I greet customers and check out their purchases. As a result of this job, I have learned appropriate customer relations and about the importance of managing your money.

**St. John's Church Youth Group.**    **2005-Present.**

I am an active member. I participate in service-learning projects that help me develop a better understanding of my community and the importance of helping others.

**Barron High School Varsity Volleyball**    **2008-Present.**

As a starter on the volleyball team, I practice teamwork and exhibit good sportsmanship. I have learned patience and dedication as well as taking direction from others from my many hours spent on the volleyball court.

**Barron High School Choir.**    **2004-Present.**

I am a tenor in the school choir and participate in Solo & Ensemble as well as madrigals. My time in choir has helped me develop a lifetime passion for music.

## **SERVICE-LEARNING**

**Project Linus.**    **2008.**

In this service-learning project I helped secure funding for and create twelve blankets that were donated to youth in local hospitals fighting terminal or long-term illnesses. I wrote my first grant and learned more about terminal illnesses.

**Ronald McDonald House Meal.**    **2006 & 2007.**

I was the food planning committee chair and helped create the menu and budget, as well as shop for the food for the meal. Before this event, I did not think about the fact that patients' families suffer emotional, physical, and financial pain also.

**Barron Area Food Pantry.**

2005 - 2007.

As a project for my English class, we held a drive for the local food pantry. We held a contest at school to collect baby items and then worked at the Food Pantry the day the items were delivered. This was the first time I realized that there is a lot of community members from all walks of life who are in need right now.

**ACHIEVEMENTS**

- Barron High School High Honor Roll, 2008.
- Barron SuperValu Employee of the Month, 2008.
- Most Motivated Player, Varsity Volleyball, 2008.
- Wisconsin 4-H & Youth Conference Delegate, 2007.
- Barron County 4-H Youth Leaders' Active Member Award, 2007.
- 4-H Community Service Award, 2006.
- Outstanding 4-H Record Book Award, 2005-2008.
- Clover 4-H Club Silver Pin Received, 2006.

## **Chris Clover**

1129 4H ROAD  
FOUR CLOVER, WI 58965  
555-111-7777  
[chris.clover@net.net](mailto:chris.clover@net.net)

## **REFERENCES**

### **Ms. Karen Barron**

Shift Manager  
Barron SuperValu  
453 S. Main St.  
Barron, WI 54812  
985-689-1234  
[karen.Barron@supervalu.com](mailto:karen.Barron@supervalu.com)

Ms. Barron is my current supervisor at the Mondovi SuperValu.

### **Mr. David Clover**

6985 N. Singleton St.  
Barron, WI 54812  
458-963-3214  
[cloverdj@net.net](mailto:cloverdj@net.net)

Mr. Clover is my current 4-H Club Leader for Clover 4-H Club.

### **Ms. Anna Fourleaf**

English Teacher  
Barron High School  
16 W Grove St.  
Barron, WI 54812  
584-987-3569  
[afourleaf@barron.k12.wi.us](mailto:afourleaf@barron.k12.wi.us)

Ms. Fourleaf was my Adult Advisor on the Wisconsin 4-H & Youth Conference trip in 2007.

**\*Note: A reference or adult recommendation from a family member will not be accepted.**

# BARRON COUNTY 4-H RESUME ADULT RECOMMENDATION

The following applicant \_\_\_\_\_ is applying to be selected as a 4-H Award recipient. You have been identified as a person who could speak to their qualifications for these trips and awards. It is the responsibility of the youth leader to see that you receive this recommendation at least 2 weeks prior to the due date along with a pre-addressed envelope. Recommendations are confidential and will not be returned to the 4-H youth leader. A recommendation from a family member will not be accepted.

Please complete the following recommendation and return as directed below.

- 1) *Today's Date Completed:* \_\_\_\_\_ *Name:* \_\_\_\_\_  
*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Do you feel this member would be a good representative of Barron County 4-H if selected as a Key Award winner?* \_\_\_\_\_ Yes \_\_\_\_\_ No  
*How long have you known this 4-H member?* \_\_\_\_\_  
*In what capacity do you know this member?* \_\_\_\_\_

2)

Evaluate the Member	Poor	Fair	Good	Excellent	N/A
Involvement in 4-H at Club level					
Involvement in 4-H at County level					
Involvement in School & Community					
Works to the best of their ability					
Dependability					
Communication					
Leadership Skills					
Ethics					
Solving Problems					

- 3) On one separate sheet, please discuss why the applicant is deserving of the 4-H Key Award. Please describe the applicant's leadership skills (i.e.: communication, self-confidence, teamwork, time management, responsibility, etc.), and qualities as a youth leader as well as any additional information that would be helpful to the selection committee.

Signature of Adult Recommending 4-H Youth Leader: \_\_\_\_\_

**Recommendations should be sent directly to:**  
 Division of Extension Barron County Sara  
 Waldron, 4-H Program Coordinator  
 335 E Monroe Ave Rm 2206  
 Barron WI 54812  
**DEADLINE DATE: October 15.**