



### Helpful Hints

- The Resume is an accumulation of what you have done throughout your 4-H career (start with most recent and go to oldest).
- Judging based on Citizenship, Leadership, and Life Skills.

### The Format

- Personal Information
  - Name and Address (required)
  - Club and county (optional)
- Objective
  - Fill in a one-sentence objective when you create a resume for a particular purpose. Your objective is best expressed in the fewest words possible, while still being clear and explicit.
- Skills and Accomplishments
  - Summarize your leadership activities, citizenship activities, and life skills acquired. Be explicit and use duties and numbers, where appropriate.
  - Citizenship – indicate significant citizenship efforts and impacts.
  - Leadership – indicate major leadership roles and impacts.
  - Life Skills – indicate special achievements; focus on knowledge and skill gained through 4-H involvement. Some life skills include:
    - Managing - keeping records, wise use of resources, planning/organizing
    - Thinking - problem solving, critical thinking, decision making, learning to learn
    - Living - disease prevention, personal safety
    - Being - self responsibility, self discipline, character
    - Working - teamwork, self motivation, contribution to group effort
    - Giving - community service, leadership
    - Caring - sharing, empathy, concern for others
    - Relating - communication, cooperation, social skills, accepting differences.

*(Targeting Life Skills Model, Hendricks, 1996)*
- Education
  - Include name of school attending and anticipated graduation date. Also, list most meaningful participation in school activities (leadership and honors).
- Employment (Optional)
  - List any work experience.
- Personal Information
  - Include information on family, hobbies, school and community organizations. (Especially those that contribute to your objective and information in your resume.)