

4-H Club Day

Cover Letter, Resume, and Interview

This event is an alternative to a talk, extemporaneous speaking, and public speaking for senior level 4-H members. It is called CRI for Cover Letter, Resume, and Interview. The purpose is to expose older members to the job application and interview process. There will be ribbons and placings awarded.

Instructions for CRI

- 1) Select a position you wish to apply for. Positions are listed on page 3 and 4 of this document.
- 2) Prepare a Resume and Cover Letter.
- 3) Submit your application, cover letter and resume to the Extension Office by designated date.
- 4) Your judging time will be on the schedule for 4-H Club Day.

Judging Rubric for Cover Letter and Resume

<https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Cover%20Letter%20Resume%20Evaluation%20Rubric%20n%20Comments.pdf>

PREPARING YOUR COVER LETTER

When you combine all you have learned through 4-H with your education, volunteerism, and leadership experiences, you have a lot to offer! Learning effective self-marketing strategies provides an advantage when applying for scholarships, awards, to colleges, and employment. The application process helps you develop skills to describe your accomplishments.

Your cover letter will provide the “who and the why” while your resume will provide the “what, when, and where.” Put them together, and they tell an impressive story! Keep in mind, the judges do not know you and will only be able to evaluate what is presented, i.e., your Application, Cover Letter, and Resume.

You are encouraged to write your cover letter and format it in a way that best represents you and your personality. It is simply a letter introducing yourself and explaining what makes you the best candidate for a given position. All content should be related to you.

1. Introduction: Name the job position you are applying for and why you are writing the letter. Briefly introduce yourself.
2. Body: Briefly summarize the skills you have developed, knowledge you have gained, and goals you have achieved. Explain your leadership and citizenship experiences and how you have grown as a person. Describe your experiences and how they relate to your future education and/or career goals
3. Conclusion: Thank the reader for considering your application. Summarize why you are an ideal candidate for the position.

COVER LETTER GUIDELINES

- Use business letter format
- Limited to 1 page
- Must use at least 11 font size
- Single-space
- Grammatically correct with no spelling errors
- Include a signature block and sign your letter
- Letter should be addressed to: Hannah McKenzie, Extension Agent, 407 E Rainbelt, Meade, KS 67864.

PREPARING YOUR RESUME

Your resume is an accumulation of what you have done throughout your life related to the position you are applying for. Prioritize your accomplishments, knowledge, and experiences so that the resume does not exceed 2 pages. By design, there is no template for your resume. You are encouraged to write your resume and format it in a way that best represents you and your personality.

Formatting

- Be creative with your resume – design your own template, style, etc.
- Limited to 2 pages
- Must use at least 11 font size
- Use simple, direct language
- Resume should be grammatically correct with no spelling errors
- Strive for readability; spacing is up to you

Resume Sections

The following sections should be included in the resume. You can search for resume templates via the internet.

- 1. Header:** include Name and Contact Information. Also include Extension Unit (in this case: Meade County), school grade, and years in 4-H.
- 2. Personal Objective Statement:** write 1-3 sentences that will attract a judge's attention, summarize your skills, and show why you are an ideal candidate for a position.
- 3. Mastery:** is the building of knowledge, skills, attitudes, and the demonstration of the competent use of this knowledge and skill by a proficient practitioner. The development of mastery is a process over time; each year your mastery should increase.
- 4. Leadership Experience:** Leadership is learning about yourself while working with and leading others. This may include organizing or coordinating an activity, event, or meeting.
- 5. Citizenship/Community Engagement:** is helping and serving others in your community and beyond without compensation.
- 6. Life Skills/Career Readiness:** List life skills you have developed that would be valuable to an employer. Some important skills could be time/money management, problem solving, teamwork, use of technology, ability to interpret and use information, goal setting, problem solving, keeping records, communication, etc.
- 7. Recognition:** list the most meaningful awards and accomplishments received this year, if any.

See below for Position Options

Option 1

ABC 123 Elementary School

Position: Teacher Assistant

Position Overview: As a teacher assistant, you will help with basic tasks in the classroom. Grading and organizing homework assignments, presenting student lessons and one on one student instruction are required. An understanding of basic core curriculum is important. A basic knowledge of computers and their interface with a smartboard is a must. The ability to operate a copier and design bulletin board layouts is a plus.

Essential Job functions:

- Organize and grade papers
- Help teacher with lessons
- Operate a computer equipment and its programs
- Run errands for the teacher
- Help students understand lessons

Other Necessary Skills

Communication, Organization, Positive interaction with students

Eligibility: Senior Level 4-H Member

Submit: Cover Letter, application, and resume for this position

Option 2

Paper Supply Secretarial Support Services

Position: Office Assistant

Position Overview: Paper Supply Secretarial Support Services is seeking a part-time employee to join their staff. You will be responsible for copying, sorting, and completing office forms. Exceptional communication skills are a must. The ability to greet customers, answer and transfer phone calls, take messages, and follow up on them, as necessary. Other tasks include running errands. The ability to navigate Word, Excel and Outlook is a plus.

Essential Job Functions

- | | |
|-------------------------------------|---------------------------------------|
| Copy, sort and complete paperwork | Answer the phone |
| Answer the basic customer questions | Knowledge of Word, Excel, and Outlook |

Other Necessary Skills: Communication, organization

Eligibility: Senior Level 4-H Member

Submit: Cover Letter, application, and resume for this position

Option 3

Green Acres Farm

Position: Farm Laborer

Position Overview: Green Acres Farm is seeking a part-time employee to join their team. Position will assist in maintaining and operating equipment, understanding the use and selection of each piece of equipment including power tools, vehicles, and irrigation equipment. Safety is important on a farm; all rules will be explained and must be followed. We are looking for a positive, upbeat person who would like farming to be their future.

Essential Job Functions

- Take direction well
- Grease and maintain each piece of equipment
- Set and operate each piece of equipment with accuracy
- Become familiar with equipment selection

Other Necessary Skills: Contribute to the group effort, willingness to learn new information quickly, responsibility, promptness

Eligibility: Senior Level 4-H Member

Submit: Cover Letter, application, and resume for this position

Option 4

Corner Lot Chevrolet, Inc

Position: Automotive Service Tech Assistant

Position Overview: Corner Lot Chevrolet is seeking a part-time employee to join the service team. The position will assist in checking and gathering supplies for required service, washing and detailing vehicles, cleaning and organizing the service department and assisting technicians with auto repairs. The individual must have an interest in vehicles, a willingness to learn, and a strong work ethic.

Essential Job Functions

- Check and gather supplies
- Wash and detail vehicles
- Assist Technicians
- Maintain a safe and clean work environment
- Follow all safety rules; written and unwritten

Other Necessary Skills

- Promote a positive work environment
- Be dependable
- Arrive on time and be ready to work
- Good Communication skills
- Be professional when dealing with coworkers and customers

Eligibility: Senior Level 4-H Member

Submit: Cover Letter, application, and resume for this position.