



WRITING YOUR 4-H SCHOLARSHIP RESUME



1.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both. Make sure you use a reliable phone number that you answer and an email address that is accurate and long term (your school email address will go away when you graduate).

2.

Education: include graduation date and GPA if it is 3.0 or higher. May include ACT score if it is requested in scholarship application.

3.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list

Writing About Experiences

Regardless of style, begin each phrase/sentence/bullet with an active verb such as : maintained, coordinated, organized, participated, etc..

4.

Project Experience Here is where you list the 4-H projects you have participated in and how many years in each

5.

Awards This section is intended to highlight your major awards in the 4-H program and not each individual ribbon placing you received with your projects. Things that should go in here would include club, county, state and national awards (see examples).

6.

Headings The expected headings would be: education, work/job experience, awards, leadership, community service, and participation. Be sure to keep your 4-H headings at the top of the resume and your Other Experiences headings at the end of your resume as on this template.

7.

Use Sub Headings Use headings Club, County, State, National for each heading (4-H Awards, 4-H Leadership, 4-H Community Service, 4-H Participation if you have items to put in them. If you don't have things to put in a sub-heading leave it out.

1.

PISTOL PETE

1 Cowboy Way • Laramie, WY 82070

307-123-4567 • pistolpete@uwyo.edu

2.

EDUCATION Wyoming Senior High, class of 2020 (3.8 GPA)

3.

WORK/JOB EXPERIENCE

Wyoming Public Library—University Branch • June 2015–present

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

McDonald's • September 2012–June 2015

- Provided quality customer service to a range of customers
- Maintained an organized and clean work stations
- Worked in a fast paced team environment

Albany County 4-H • 2003–present

4.

PROJECT EXPERIENCE

Dog • 2009–2013

Fabric and Fashion • 2008

Horse • 2016–17

Market Sheep • 2014–2017

Archery • 2008–17

5.

4-H AWARDS

Club awards

- Outstanding Recreation Leader Award • 2012–13, 2016–17

County awards

- Outstanding Ag Presentation • 2011
- Outstanding 4-H Sheep Portfolio Award • 2014, 2015
- Wyoming Achievement Award • *Green* 2008, *Silver* 2010, *Gold* 2011–17

State Awards

- High Individual Produce Judging • 2011
- 4-H Honors Club • 2017

National Awards

- National 4-H Conference Delegate • 2012

6.

4-H LEADERSHIP

7.

Club Leadership

- Range Riders Club Secretary • 2010
- Livestock Lovers Club President • 2017

County Leadership

- County 4-H Camp Jr. Leader • 2015–17
- Wyoming 4-H County Community Service Project Leader • 2014

State Leadership

- Wyoming 4-H State Leadership Team • 2017–18

National Leadership

- National 4-H Congress Youth Leadership team • 2017



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8.

Other Experiences In this section of your resume, list all the awards, leadership, community service and participation in other activities you have that are NOT 4-H related (see examples)

9.

References

- ask permission before you list someone as a reference
- Select references from different areas of your life
- Make sure if you are asking for reference letters that you give the person at least two weeks notice
- Be sure to include their address and phone number and their email only if they check it

General Formatting

- You should have 1 inch margins
- Major headings (like 'Education') on the left, then indent with additional information below—for example, notice how Albany County 4-H is lined up below Wyoming Public Library.
- Use a traditional font (New York, Arial, just not cursive...) at 12 point size.

Other things to remember:

- Proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.

Action Verbs Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list. These can also be helpful when filling out the rest of the form.

Management Skills

administered
analyzed
assigned
chaired
consolidated
contracted
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

arranged
authored
collaborated
convinced
developed
directed
drafted/edited
formulated
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

4-H COMMUNITY SERVICE

Club Community Service

- Valentines for Seniors • 2009–17
- Rodeo Arena Clean up • 2010–15

County Community Service

- Treats for Troops • 2009–17
- Business Appreciation Day • 2008–2017

State Community Service

- Oklahoma Fire Relief Gift Card Collection • 2017

National Community Service

- National 4-H Congress Community Service Project • 2017

4-H PARTICIPATION

Club Participation

- Wacky Wazoo Club Youth Jackpot Show Committee • 2015–17

County Participation

- 4-H Camp • 2008–17
- County Livestock Clinics • 2009–17

State Participation

- Showcase Showdown Livestock Skillathon • 2015–17
- Showcase Showdown Produce Judging • 2009–11
- Wyoming State Shoot • 2009–17

National Participation

8.

OTHER EXPERIENCES

Awards

- A Honor Roll • 2012–2016
- All Conference Basketball • 2012

Leadership

- Junior Class President, Wyoming High School • 2012

Community Service

- National Honor Society Trash Pick Up

Participation

- Wyoming High School Football • 2012–2016
- Wyoming All State Band • 2013

9.

REFERENCES

• Mr. 4-H Agent

Wyoming County Extension 4-H & Youth Development Educator
PO Box 000
City, Wyoming 22222
mragentsemail@email.com
307-111-2222

• Mr. Football Coach, Wyoming High School Football Coach

PO Box 111
Wyoming High School
City, Wyoming 33333
mrcoach@coach.com
307-333-4444



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Action Verbs Continued

Technical Skills

assembled
built/calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Financial Skills

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Creative Skills

acted
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
recorded

REFERENCES CONTINUED

- Mr. Science Teacher, Wyoming High School Physics Teacher
PO Box 5555
Wyoming High School
City, Wyoming 55555
Mrphysics@science.com