



# Guide to Creating your 2023/2024 Portfolio



**DUE**  
**November 6th**  
**or January 15th for later travel experiences**

**Interviews: TBD**  
UW-Extension Conference Rooms

## This packet contains:

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- Page 2: Tips for Creating Cover Letter and Resume
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## **WHAT NEEDS TO BE IN BY THE DUE DATE**

- Cover letter
- Resume
- Discussion Question (**Page 7**)
- One Completed Recommendation (**enclosed.**) **Ask for these early!** Recommendations should be sent directly to the Extension Office to be included with your packet (it would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation.)

If you have any questions regarding resumes or any part of the 4-H Portfolio Process, please contact the UW-Extension Office. If you need any additional help, don't hesitate to call or e-mail with questions or schedule a time to meet.

## 2024 Overview of 4-H Educational Experiences, Opportunities and Awards

**Complete and turn in with Portfolio.** Name \_\_\_\_\_ Year in School \_\_\_\_\_ Years in 4-H \_\_\_\_\_

Check all those you are interested in receiving. **Since space is limited, register for the trip you are interested in when it opens to secure your spot. You can cancel your registration if you need to later.**

More information can be found at [tinyurl.com/4Htravel](https://tinyurl.com/4Htravel)

(√) INTEREST	*Indicates you may attend multiple years	AGE	Registration	COST
	<b>Space Camp</b> , Huntsville, Alabama, <b>April 18-22, 2024</b> A camp experience where you learn and experience a ton of different aspects about life as an astronaut, working at NASA, and exploring places beyond Earth!	6-8 <sup>th</sup> grade <i>Max age is 15 at time of trip.</i>	4-H Online Nov 15-Dec 15, 2023 <i>May attend one time</i>	Approx. \$1000
	<b>Advanced Space Academy</b> , Huntsville, Alabama, <b>Not offered this year</b>	10-12 <sup>th</sup> grade	<b>Not offered this year</b>	Approx. \$2000
	<b>Citizenship Washington Focus</b> , June/July 2024 A memorable and fun-filled educational week in the nation's capital based in Washington, DC. Explore our nation's history while networking with 4-H teens from across the country and learning first-hand about civic leadership.	10-12 <sup>th</sup> grade <i>Minimum age 15 during experience.</i>	4-H Online Nov/Dec 2023 <i>May attend one time</i>	Approx. \$1750
	<b>American Spirit Experience</b> , June 14-23, June 21-30 or July 5-14 2024 Opportunity to develop knowledge of America's Heritage, citizenship and leadership. Participants travel to an Amish Village, Valley Forge, Philadelphia, New York, Boston, Niagara Falls and more while they learn the steps taken to gain US independence and freedom.	Grades 8-10 <sup>th</sup>	4-H Online Oct 1-Nov 15, 2023 <i>May attend one time</i>	Approx. \$1900
	<b>National 4-H Conference</b> , Washington D.C., <b>April 19-24, 2024</b> You'll be <b>nominated for selection</b> to a statewide delegation that travels in April. Give input on future direction 4-H takes at the national level. Enjoy the sights and bustle of Washington. <b>You will be required to fill out another form with questions and submit your resume.</b>	Grades 10-12 <sup>th</sup> <i>Min age 15, Max age 18 as of Jan 1, 2024</i>	Visit website above for application process. Applications due Feb 3, 2024 <i>May attend one time</i>	Approx. \$1500
	<b>National 4-H Congress</b> , Atlanta, GA, <b>November 2024</b> You will gain life skills and leadership experience through hands-on activities, workshops, large group seminars, and youth networking time.	Grades 9-12 <sup>th</sup> at time of registration	4-H Online Summer 2024 <i>May attend one time</i>	Approx. \$1400
	<b>4-H Key Award</b> : One of the highest recognitions a 4-H member can receive. This award 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 functions of their 4-H club and community. <b>To be eligible, candidates for this award must have completed at least three years of 4-H and one year of youth leadership.</b>	Grades 9+	Portfolio is your application	None

*Awards are dependent on the amount of money available from the Adult Leaders' Association. No more than 1/2 of any experience will be awarded to any one recipient.*

## TIPS FOR DOING YOUR COVER LETTER AND RESUME

- ◆ **Use a computer.** You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, a friend or the library. If you are really in a bind, we would be happy to assist you at the UW-Extension; call to make arrangements. The cover letter and resume **cannot** be handwritten.
- ◆ **Plan ahead.** Go through each part of the resume and cover letter before typing. 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 your participation in 4-H? How have you personally changed/grown as a result of your 4-H experience?
- ◆ **Order is important.** Resumes are typically put together by putting information in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.
- ◆ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose a common and appropriate font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no more than 14. Use the same font throughout your document. Use 1" margins at the top, bottom and on both sides of your page. You may have a two-page resume. Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after it.
- ◆ **Individualize it.** This is YOUR resume and cover letter. Add your own personality to it.
- ◆ **Proof it.** Your documents should be free of spelling errors. Use spell check and follow up by having at least two other people proofread your cover letter and resume. This is where many people make minor mistakes! Don't lose points in the process by forgetting to proofread your documents!
- ◆ **Ask for help if you need it.** If you have never gone through this process, you will probably have questions. Don't hesitate to ask! Our office number is 339-2555. If it's past office hours, leave a message with a time that will be good for us to get in touch with you. I want everyone to have a good experience with this process! Make sure to ask questions or get clarification if you don't understand something.

## COVER LETTER OUTLINE

**DATE** (that you are mailing it)

Price County UW-Extension Office  
Attn: 4-H Award Selection Committee  
104 S. Eyder Ave., Room 240  
Phillips, WI. 54555

**Dear Selection Committee:**

**PARAGRAPH 1:**

What are you sending and why are you sending it? **Include by listing or checking off the opportunities for which you want to be considered.**

**PARAGRAPHS 2 - 4**

This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to represent Price County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending/receiving the trip or award. If going on a trip, you may also share what you will bring back with you after attending. **Give examples to help explain your statements.**

**FINAL PARAGRAPH**

Close the letter. Thank the committee for considering your resume and portfolio.

**Sincerely,**

**Type Your Name Here As You Will Sign It Above**  
(Don't forget to sign your letter!)

**SAMPLE COVER LETTER**

September 7, 2023

Price County UW-Extension Office  
Attn: 4-H Award Selection Committee  
104 S. Eyder Ave., Room 240  
Phillips, WI. 54555

Dear Selection Committee:

It is my pleasure to submit my resume and portfolio to be considered as a delegate for **Wisconsin 4-H and Youth Conference.**

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, the Lucky Clovers. My enclosed resume and portfolio highlights my 4-H involvement. Participation in other 4-H events has made me interested in attending Wisconsin 4-H and Youth Conference.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county speaking contest, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at many Horse and Pony events.

Last summer I was involved with county Youth Leader groups and as a camp counselor. I enjoyed getting to know other 4-H members both in Price County and in Rusk County. My involvement made me want to experience more in 4-H, especially beyond Price County. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the great opportunity to meet 4-Hers from across Wisconsin, while taking part in fun classes. If I got to attend, I would do a good job representing Price County and would tell other 4-H members in my club and in the county what Conference was all about and why they should attend.

I hope to attend Wisconsin 4-H and Youth Conference to learn more about 4-H and to meet other people. My past experiences representing Price County, enthusiasm to be involved, and my willingness to share what I learn with others make me a great candidate.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Chris Clover

## RESUME OUTLINE

### NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

### EDUCATION

School or college name, then Freshman, Sophomore, etc.

### 4-H SUMMARY

4-H club name, years in 4-H (**do not count years as a Cloverbud**)

List all projects in which you are or have been enrolled.

Include the number of years you have been or were a member of that project.

### 4-H ACTIVITY INVOLVEMENT

Summarize all 4-H activities in which you have participated and the number of years you participated. Include both club and county involvement.

### SKILL DEVELOPMENT

Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

### PERSONAL DEVELOPMENT

Translate what you have personally gained as a result of participation in 4-H projects and activities into personal attributes.

### OTHER ACTIVITIES

In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

## SAMPLE RESUME

Chris Clover  
425 Green Lane  
Forestville, WI 54213  
920/999-9999  
4hrocks@tnt.com

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### EDUCATION

Green Meadow Middle School, 8<sup>th</sup> grade

### 4-H SUMMARY

Lucky Clovers 4-H Club, 6 years  
Horse and Pony, Foods and Nutrition, 6 years  
Arts and Crafts, 5 years  
Poultry, 3 years  
Flowers, 2 years

### 4-H ACTIVITY INVOLVEMENT

#### Club

Demonstration, 5 years  
Dairy Bar Worker, 5 years  
Club Fundraiser, 5 years  
Sr. Citizens Holiday Party, 5 yr.  
Club Float, 3 years

#### County

County Fair Exhibitor, 5 years  
Speaking Contest, 5 years  
Horse Committee Volunteer, 4 years  
Market Animal Program, 2 years  
County Fair Helper, 2 years  
Youth Leaders, 2 years  
Horse Camp, 2 years

### SKILL DEVELOPMENT

- \* Knowledge of healthy food choices.
- \* Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
- \* Knowledge of horse nutrition, fitting, training, and showing in both Pleasure and Gymkhana.
- \* Knowledge of poultry nutrition, grooming, background, and showing.
- \* Basic knowledge of various flowers and care needed.
- \* Cultural arts skills: drawing, painting, macramé, leather craft, and stenciling.

### PERSONAL DEVELOPMENT

- \* Effective communication skills including spoken and written.
- \* Ability to work well with others including youth and adults.
- \* Ability to work toward personal goals from start to finish.
- \* Effectively works well in team situations, including showing and sportsmanship.

### ACTIVITIES

- \* Religious Education, 3 years
- \* Church volunteer, 3 years
- \* Honor Roll, 2 years
- \* Chorus, 2 years

## THE PORTFOLIO: INSTRUCTIONS AND ASSEMBLY

A portfolio is a tool that illustrates and supports what you have written in your resume and cover letter.

### **WHAT NEEDS TO BE INCLUDED IN THE PORTFOLIO:**

1. Completed Cover Letter.
2. Completed, Up-to-Date Resume.
3. **Discussion Question:**
  - **Based on your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively?**
  - **What has 4-H specifically done to help you in dealing with this concern?**
  - **Could changes be made for 4-H to help even more?**
  - **How would your proposed change help?**
4. Anything else you think will give the selection committee insight into who you are, what your 4-H experience has been and why you should be considered for 4-H opportunities.
5. Completed Reference Form
6. Put it all together so the portfolio is easy to understand and use. Make sure your name is on the portfolio.



**Price County 4-H Leaders Association**

104 S. Eyder Ave., Room 240

Phillips, WI 54555

715-339-2555

# REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for Price County 4-H Educational Experiences, Opportunities and Awards, the selection committee is seeking recommendation and information for each candidate. Please provide us your input regarding the following areas:

	<u>Unknown</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
• Leadership Qualities	<input type="radio"/>				
• Maturity	<input type="radio"/>				
• School & Community Engagement	<input type="radio"/>				
• Responsibility	<input type="radio"/>				
• Attitude	<input type="radio"/>				
• Empathy Towards Others	<input type="radio"/>				
• Respect	<input type="radio"/>				

Please provide additional comments in the space below:

Print Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM IS TO BE RETURNED TO THE 4-H MEMBER IN A SEALED ENVELOPE**

*Price County 4-H is a program of Price County UW-Extension.*

**THANK YOU!**

*University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.*