

## 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. More information and instructions are available at your County Extension Office.

### Instructions for CRI

- 1) Select a position you wish to apply for.
- 2) Complete the application and print it out to be turned in  
[https://www.ksre.k-state.edu/employee\\_resources/forms/admin\\_forms/KSU8-29PA.pdf](https://www.ksre.k-state.edu/employee_resources/forms/admin_forms/KSU8-29PA.pdf)
  - a. Ask 3 people to be references for you (i.e. school counselor, a teacher, an adult who knows you well)
- 3) Prepare a Resume and Cover Letter
- 4) Submit your application, cover letter and resume to the Extension Office by designated date.
- 5) Your Interview judging time will be on the schedule for 4-H Club Days

### Judging Rubric for Cover Letter and Resume

<https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Cover%20Letter%20Resume%20Evaluation%20Rubric%20on%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” and 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 the you.

1. Introduction: 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 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 your local Extension Agent’s name, and the Extension Office mailing address.

## 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** with Name and Contact Information Include Extension Unit, school grade, and years in 4-H
- 2. Personal Objective Statement** A personal objective statement is 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, and 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** Community service 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, able to interpret and use information, goal setting, problem solving, keeping records, communication, etc.
- 7. Recognition** should be the most meaningful awards and accomplishments received this year.

## **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. 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

## **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 the phone calls, take messages and follow up on them as necessary. Other tasks include running errands. Ability to navigate Word, Excel and Outlook are 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

**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
- Willing to learn new information quickly
- Responsibility
- Prompt

**Eligibility**

Senior Level 4-H Member

**Submit**

Cover Letter, application, and resume for this position

**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. 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