



How to Create a 4-H Resume

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A resumé is an opportunity to show your strengths, skills, talents, and creativity. You want to stand out and be remembered and at the same time present yourself professionally. If you want to be creative in the style and design, try to follow these tips:

- Use no more than 2 different fonts and no more than 3 different sizes of fonts.
- Follow a pattern of font use, heading use and description format.
- Leave plenty of white space on the page, consider 1-inch margins all around.
- Use bullet points and phrases instead of full sentences except in the Personal Development Statement—use full sentences there.
- Maximum of 2 pages. Each side counts as a page.

Highlight your 4-H experiences and include a little of your outside of 4-H involvement— highlight the most significant skills you have gained, the ones that you are most proud of.



Information to Include

- **Name, Address, Phone, Email in a heading**
- **Personal Development Statement:** One to three sentences that describe what you stand for and what you aspire to become as a human being. It is not a statement of what you want to do, but rather how you want to be in the world.
- **Education and Professional Development:** Highest grade achieved so far. Trainings and specialized course work.
- **Leadership Skills:** Describe skills you have gained through significant leadership roles you have filled. Include date range of experience.
- **Citizenship Skills:** Same format as Leadership Skills.
- **Other Skills:** Skills and expertise in specific areas like musical instruments, work experience, dance training, etc.
- **Certificates & Honors:** List name of certificate and who issued it.

Jane Smith

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Personal Development Statement

I come from a family of scientists who have taught me to think both critically and creatively. My upbringing has led me to stand for equality and respect in all aspects of life. I aspire to become an educator and mentor in order to help shape future generations and impact my community and my world.

Education and Professional Development

High School Diploma June 2016
Clovertown High School GPA: 3.4

Leadership Skills

State Ambassador, California 4-H Program, May 2015 – Present
Planned and organized statewide leadership conference for 400 people. Developed problem-solving, group management, organizational and communication skills.

Youth Chair, Sectional Youth Overnight, November 2014 – January 2015
Worked with a team of youth and adults to plan a multi-county overnight to facilitate bonding between counties and encourage participation at the sectional level. Learned how to reserve a space, design and order t-shirts, and create a registration survey.

Citizenship Skills

Teen Leader, History and Food Project, September 2014 – Present
Work with an adult partner to create project lesson plans that pair foods of the US and other countries with major historical events. Develop better global and historical understanding in addition to teaching skills.

Co-Chair, County Citizenship Field Day, February – May 2015
With an adult partner, created and planned a field day for learning about civic engagement. Explored local resources and contacted professionals to lead workshops.

Other Skills

Expert Cellist
Eight years of private lessons and over 100 performances with school orchestras, community orchestras, and chamber groups.

Certificates & Honors

- Adult and Pediatric First Aid/CPR/AED, American Red Cross, August 2015
- Student of the Month at Clovertown High, February 2014