



Your 4-H cover letter will serve as the start of your application when applying for an Ambassador position. Cover letters are an important tool for communication and will give a chance for the evaluators to get to know you and better understand why you are a great candidate to be an ambassador

Layout and Design

- ⇒ Your cover letter should be formatted like a business letter and should match the font and style of your resume.
- ⇒ Your cover letter should be between two-four paragraphs long with a blank line between each paragraph. It should not exceed more than one page.
- ⇒ The letter should be on 8 1/2 x 11 paper.
- ⇒ Use action words to be short, concise, and to the point.
- ⇒ Add your own personality to it to provide you the opportunity to express emotion.

Proofread it

Your documents should be free of spelling errors. Be comfortable asking a friend, parent, or mentors to proofread your resume too. Never be afraid to ask for help.

The Four Main Elements:

The Introduction Paragraph

The first paragraph is your opening statement and tells the specific position for which you are applying.

The Second and Third Paragraph

The second and third paragraph is your main body. Highlight your qualifications by summarizing your experience. Be sure to include your greatest strengths and attributes that directly relate to the position.

The Conclusion Paragraph

The last paragraph is your closing where you should thank the reader for their time and consideration. Make sure to always sign your letter at the bottom.

4-H Cover Sample



September 20, 2017

Monmouth County 4-H
4000 Kozloski Rd
P.O. Box 5033
Freehold, NJ 07728-5033

Dear 4-H Judges,

It is my pleasure to submit my application for Monmouth County 2018 4-H Teen Ambassador. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Monmouth County 4-H.

My eight years of 4-H experience has prepared me well for representing the Monmouth County 4-H program. I'm an active member in my 4-H club, and I have demonstrated that I am a sound leader by accepting several leadership roles that include Club President, Junior Fair Chair, and Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well rounded citizen.

While serving as a 4-H Club President, I challenged myself by creating a new way for the Cloverbud members to learn during the club business meetings. I presented my idea to my fellow youth leaders who assisted me with creating fun and educational crafts that the Cloverbud members could complete together while the meeting took place. As a result, the Cloverbud members became more active in our club, made new 4-H friends, and enjoyed the process of learning about small animal science in a fun hands-one way.

In closing, I hope to be the Monmouth County 4-H Teen Ambassador so that I can learn more about 4-H and to meet new people. I also hope to grow an interactive Cloverbud program for interested clubs to share with their K-3rd grade members. My previous experience representing Monmouth County, as well as my enthusiasm and my eagerness to share what I learned with others, makes me a great candidate for this position. Thank you for considering my application.

Sincerely,

Carly Clover

Carly Clover

By signing this cover letter, I verify that this 4-H'er is a member in good standing.:

4-H Leader/Advisory President Signature

Date

Parent/Guardian Signature

Date



4-H Resume

Your 4-H resume will serve as a record of the work you have done throughout your 4-H career. It will be useful for you to know how much you have accomplished. This will also be helpful when you are filling out forms for 4-H, school scholarships, and other youth programs. Use your record books as a resource to help you put your resume together.

Layout and Design

- ⇒ Your resume should be easy to read and understand. Order is important; arrange information chronologically. Create your resume as illustrated in the sample on the next page.
- ⇒ Choose an appropriate font and font size, no smaller than 11pt. Use the same font throughout your document. Your resume should be no more than 2 pages long.
- ⇒ As a general rule, a 1" margin should be used at the top, bottom, and both sides of your resume. White space is a good thing!
- ⇒ Each description should begin with an action word and be short, concise, and to the point. This resume should be no more than two pages long, single-spaced.

Proofread it

Your documents should be free of spelling errors. Be comfortable asking a friend, parent, or mentors to proofread your resume too. Never be afraid to ask for help.

Jazz it up!

Make sure to indicate significant leadership and citizenship impacts. Resumes are so much more than listing your accomplishment. You should show the five skills reached from these accomplishments. Life skills can include:

Managing— *keeping records, planning, organizing.*

Thinking— *problem solving, critical thinking, decision making.*

Living— *personal health, safety, responsibility.*

Being— *self discipline, character.*

Working— *teamwork, self motivation, contributing to a group.*

Caring— *sharing, empathy, concern for others.*

Giving— *community service, leadership.*

Relating— *communication, cooperation, social skills, accepting differences.*

MAKE SURE TO INCLUDE IN YOUR RESUME

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|--------------------------------|--|
| OBJECTIVE | Treat this as your personal development statement. Your objective should be brief (one-sentence) and clear and should describe what you stand for and what you aspire to become. |
| EDUCATION | School name, grade in school, and any specialized course work/positions.
4-H club name, number of years in 4-H. |
| 4-H PROJECTS | List all projects in which you are or have been enrolled. Include the number of years you have been a member of that project. |
| 4-H ACTIVITY | List all 4-H activities including the year in which you participated. |
| 4-H SERVICE | Summarize 4-H Community Service projects including the year in which you participated. |
| LEADERSHIP DEVELOPMENT | Explain what you have learned as a result of participation in 4-H projects/activities and the skills you have developed. |
| CERTIFICATES AND HONORS | Name the certificates and honors which you were awarded and the year each was received. |

4-H Resume Sample



Carly Clover
4000 Kozloski Rd
Freehold, NJ 07728
732-431-7260 x7265
Clover123@gmail.com

- OBJECTIVE** I aspire to become an educator and mentor to help shape future generations and impact my community and my world.
- EDUCATION** Freehold Township High School: School Ambassador– 2006-2010
14 Carrot Rabbit 4-H Club, 1997-2011
Teen Council, 2006-2010
Knight Riders, 2008-2010
- 4-H PROJECTS** Rabbits and Small Animal
Visual Arts
Photography
Teen Leadership
Equine Science
Herpetology
- 4-H ACTIVITY** 14 Carrot Rabbit Club Photographer– 2002, 2003, 2004
14 Carrot Rabbit Club President– 2005, 2006
South Jersey Teen Conference– 2006
Rabbit Academy Teen Presenter– 2007
Delegate to CWF– 2007
Delegate to National 4-H Conference– 2008
4-H Camp– 2003, 2004, 2006, 2007, 2008
- 4-H SERVICE** 4-H'ers Outdoor Activities Day– 2007
During my reign as 4-H Rabbit Ambassador, I planned and developed this day to raise money and awareness for the Child Advocacy Center. Attending guests included 4-H members and public youth who participated in a series of outdoor games and activities held at the Ag Building from 12-3pm. I raised \$183.00 for this cause.
- LEADERSHIP DEVELOPMENT** Completing a yearly record book has taught me how to accurately keep records.
State Public Presentations guided me to speak well and develop character.
Participating in club service projects showed me empathy and a concern for others.
- CERTIFICATES AND HONORS** Pomona Grange Award– 2005
Advanced Pomona Grange Award– 2008
NJ State Public Presentation Room Winner– 2006, 2009
4-H'er of the Year– 2009