2022 Washington County Senior Resume Record Book Workshop

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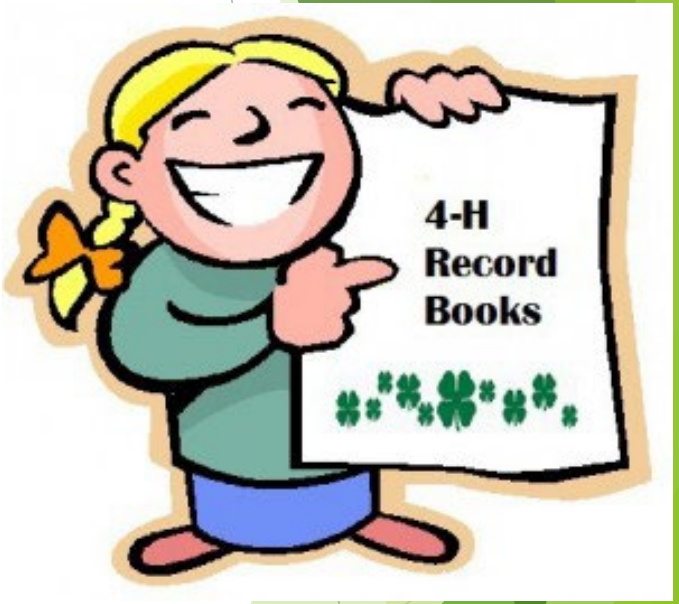
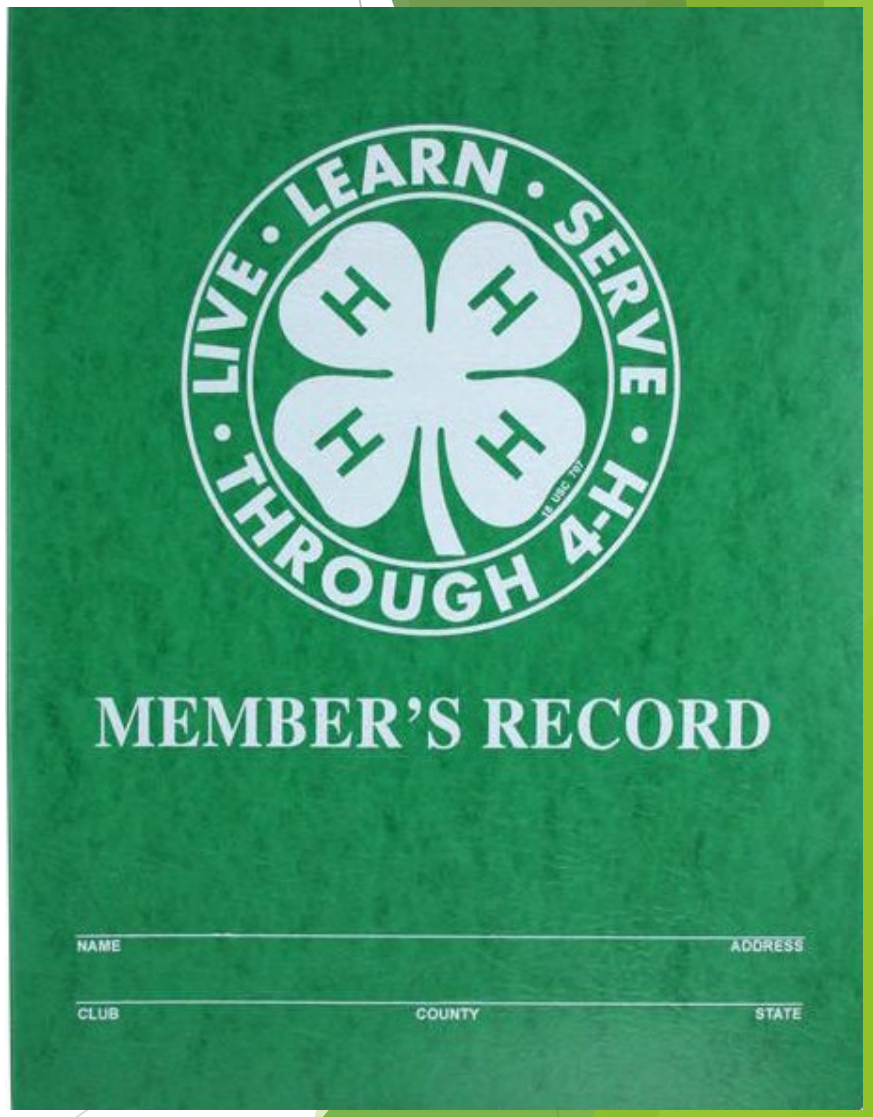
Overview of Senior Resume Record Book

- All member enrolled in 2022 MUST complete a record book
  - Record book covers January 1, 2022 – December 31, 2022
- Demonstrates skills and knowledge you have gained and assists with record keeping
- Qualification to show at the 2023 Ag Expo and Fair
- Needs to be reviewed and signed by your club leader
- **Use only** the templates and forms that are provided!
  - All templates and forms are online at: https://extension.umd.edu/locations/washington-county/local-4-h-youth-education/4-h-forms
  - May be handwritten or typed
  - Handwritten: use blue or black ink and print legibly
- All books are judged and awards are given out at Achievement Night
  - Used to determine awards for the 2023 Achievement Night



How Does a Senior Resume Record Book Differ From a Regular Record Book?

- The Senior Resume replaces the Summary Record
  - Senior Resume is cumulative from all your years in 4-H
  - Once you complete the first year, it is updated every year after
- Includes a Senior Essay on a prompted topic (this has always been a requirement)
  - 2022 Topic: Describe the benefit of participating in 4-H to an elected official and why they should support the 4-H program.
- Provides the opportunity to apply for, and attend many National 4-H Leadership Trips!!!
- The first year any senior member completes the senior resume and senior essay the remainder of the record book requirements (including project records) are waived. However, keep in mind that if you would like to be eligible for project record awards or the Barry McAllister scholarship a full senior resume record book must be submitted.



Senior Resume Record Book Pieces

- Standard green 4-H record book cover (can purchase at the office for $3.00)
- Dividers, labeled for each section
  - SENIOR RESUME!!!
  - SENIOR ESSAY!!!
  - Project Records (divider labeled for each project)
- Title page with picture
- SENIOR RESUME
- SENIOR ESSAY
- Project Records
  - If you exhibit a project at an exhibition/show in 2021 you need to have a project record completed in your record book. If you did not exhibit a project you do not need to complete the project record for that specific project.
- Supplemental: project photos, news clippings, letters, etc.

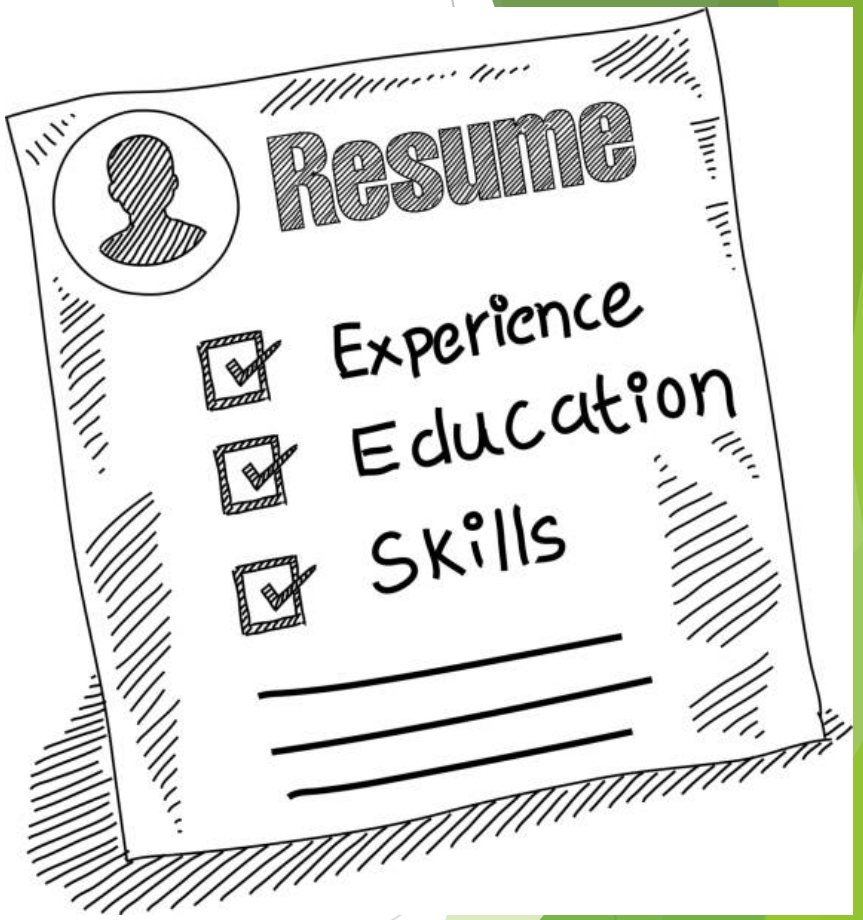
ONLY USE THE FORMS ON THE WASHINGTON COUNTY 4-H WEB PAGE

1. What is a resume?

2. Why are they important?

Senior Resume - Overview

- The senior resume is an accumulation of what you have done throughout your 4-H career
  - Start with the most recent and then go to the oldest
- Sections
  - Personal Information
  - Objective
  - Skills and Accomplishments
  - Education
  - Employment
  - Personal Information
- Washington County will utilize the Maryland State 4-H Scoresheet



Senior Resume – Personal Information

- Always put your name and personal information at the very top of your resume so it is the first thing someone reading it sees
- List your:
  - Name
  - Address
  - Club
  - County

4-H Member's Full Name
4-H Member's Street Address Line 1
4-H Member's Street Address Line 2
4-H Member's Primary Club
County/City 4-H Program

Objective

To present skills, accomplishments, and experiences acquired through 4-H leading to gains in leadership, citizenship, and life skills to be considered as a National 4-H Conference Delegate.

Leadership

- Active member of Hypothetical County 4-H Horse Club since formation (2015-Present), Hypothetical County 4-H Leadership Club (2018), and Dairy Goat Club (2018).
- Serve as the Hypothetical Dressage Team secretary (2017-Present).
- Led 60 campers through activities as a Hypothetical Camp Teen Leader (2015-

Senior Resume – Objective

- What is an objective?
- What is the "goal" or objective of your resume?
- Sometimes this is best to complete last
- Example: To present skills, accomplishments, and experiences gained through 4-H.
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Senior Resume – Skills and Accomplishments

- This will be broken down into several smaller sections
  - Citizenship - indicate significant citizenship efforts and impacts
  - Leadership - indicate major leadership roles and impacts
  - Life Skills - indicate special achievements; focus on knowledge and skills gained through 4-H involvement

- List these items with the most recent first and then by order of importance.
- Look for your skills and accomplishments within your previous record books' Summary Records – specially the Offices and Committees, 4-H Promotion Activities, Communication Activities, and Awards and Honors sections.

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Senior Resume – Skills and Accomplishments

Leadership

Examples:

1. Assisted two Cloverbuds in exhibiting livestock in peewee showmanship classes at the Washington County Ag Expo and Fair (2021).
2. Served as xx Club Secretary (2020)
3. Promoted agriculture and 4-H at the Washington County Ag Expo and Fair as the Ag Expo Queen (2020)
4. Demonstrated leadership and citizenship by earning the Level 5 Diamond Clover Award (2020)
5. Served as XX Club Pledge Leader (2019)

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Senior Resume – Skills and Accomplishments

<u>Citizenship</u> – things you have done that impact the community and our 4-H community (teaching, community service projects, service to our 4-H community)

Examples:

1. Assisted in preparation, set-up, and tear down at the Washington County Ag Expo and Fair including kids tent activities and livestock pen assembly (2012-Present).
2. Led field trip groups of elementary age children through barn tours and STEAM activities at the Washington County Ag Expo and Fair (2016-Present).
3. Assisted with the Ag Expo and Fair dairy cattle show by announcing and handing out ribbons (2016-Present).
4. Led five 4-Hers in hands on dairy goat fitting and showing sessions during the county livestock workshop (2018).

Senior Resume – Skills and Accomplishments

Life Skills - indicate special achievements; focus on knowledge and skills gained through 4-H involvement

Some life skills include:

- Managing - keeping records, wise use of resources, planning/organizing
- Thinking - problem solving, critical thinking, decision making, learning to learn
- Living - disease prevention, personal safety
- Being - self responsibility, self discipline, character
- Working - teamwork, self motivation, contribution to group effort
- Giving - community service, leadership
- Caring - sharing, empathy, concern for others
- Relating - communication, cooperation, social skills, accepting differences

Senior Resume – Skills and Accomplishments

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<u>Life Skills Cont.</u> – Use your life skills wheel sections from your previous record books!!!!

Examples:

1. Learned *record keeping* and *planning/organizing* by completing a record book every year since 2013. With these skills, I earned the highest scoring dairy cattle project record for 2017 and 2018.
2. Learned *resiliency* and *character* by competing at the Washington County Ag Expo and Fair from 2016 to 2018 in various livestock competitions where I did not place as anticipated.
3. Learned *communication* by presenting livestock demonstrations and hosting meet ‘n greets at the Washington County Ag Expo and Fair for the public and visiting groups from 2016 to 2018.

Senior Resume – Education

- List your:
  - Name of school you are attending
  - Anticipated graduation date
  - Most meaningful school activities
    - Focus on those with leadership and honors

Education

Hypothetical High School, Hypothetical City, MD **Graduation: Spring 2017**

Graduated with highest honors GPA: 4.18

- Member of FFA, 2013-2017
- Unified Sports co-captain, 2014-2017
- Member of Best Buddies, 2015-2017
- Member of National Honor Society, 2016-2017

Employment

-Work study at Hypothetical Center for Sustainability Studies (2017-Present)
-Produce packager at Hypothetical Produce Farm (2018)

Personal Information

- Family: Daughter of Ma and Pa Hypothetical; one brother Hypothetical
- Affiliations: Member of the American Dairy Goat Association
- Hobbies: Horseback riding, horticulture, showing livestock, and coaching horse knowledge teams

Senior Resume – Employment

- This section is optional
- List any work experience

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Senior Resume – Personal Information

- Include:
  - Family
  - Hobbies
  - School and community organizations

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Record Book Section – Senior Essay

- Seniors **ONLY**
- **Must** write on the essay topic – topics are posted by October
- Structure the essay with an introduction, body, and conclusion
- Can be handwritten or typed
  - If typed:
    - 1-2 pages (no more than two)
    - Double-spaced
    - 12 point, Times New Roman font
    - 1” margins
- Proof read for grammar, spelling, and complete sentences

QUESTIONS?