

## SAMPLE COVER LETTER

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CHRIS CLOVER

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chrisclover@mail.com



(XXX)XXX-XXXX



ADDRESS

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**Wisconsin 4-H Leadership Council**

**436 Lowell Hall**

**610 Langdon Street**

**Madison, WI 53703**

Dear Wisconsin 4-H Leadership Council:

I am pleased to be sending you my resume and portfolio to be considered for the Wisconsin Leadership Council.

This will be my tenth year as a 4-H member. I am interested in becoming a member of the Wisconsin Leadership Council to further my involvement in leadership roles in order to educate and develop leadership skills in others and myself through 4-H.

I believe that I would be a valuable member of WLC because I am experienced in leadership and teaching roles. I have been a member of the student council for the past two years where I have led many service learning projects such as Community Cleanup Day. This involves all high school students going into the community to wash windows, pick up trash, and rake yards. While leading such activities, I have learned to accommodate the needs of individuals who have special needs as well as the needs of the group as a whole. I have also been an After School Program aide for two years. At ASP I provide homework support for elementary schoolers and lead science and reading activities. From this experience I learned to clearly express my ideas for large groups of people. I believe these exemplified skills would be important to have as a member of WLC. My included resume shows other activities I have participated in and skills I have gained.

Thank you for considering my resume and portfolio. I am looking forward to hearing from you.

Sincerely,

Chris Clover

Enclosure: Resume

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## SAMPLE RESUME

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# CHRIS CLOVER

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chrisclover@mail.com



(XXX) XXX-XXXX



ADDRESS

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### OBJECTIVE

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To educate and develop leadership skills in others and myself through 4-H.

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### BACKGROUND

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Cloverville High School- 10<sup>th</sup> Grade

Expected Graduation: May 2019

Years in 4-H: 10 years

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### LEADERSHIP

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**Class of 2019 President (2 years):** Lead my class in decision making processes and fundraising efforts, I learned how to consider everyone's ideas while making decisions

**Student Council (2 years):** I have learned to work as a team to put together school wide events and activities

**Youth Leader Club Treasurer (1 year):** I am responsible for the finances of our county youth leaders, I improved my organization and promptness

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### SERVICE LEARNING

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**4-H Camp Counselor (2 years):** I lead arts and crafts and am a cabin counselor, I learned to be flexible and find what is right for the campers

**Cloverbud Project Meetings (3 years):** I plan and lead activities for the cloverbuds, I learned to plan effective and fun lessons

**County Fair Dairy Bar Manager (2 years):** I developed better customer service skills and supervised others

**Pillowcase Sewing (3 years):** Sewing pillowcases for veterans in shelters, I learned to use my skills to better the lives of others

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### SCHOOL AND COMMUNITY

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**Cross Country (5 years):** Working as team to reach goals both personally and as a team

**After School Program Aide (2 years):** Teaching elementary schoolers effective study skills and helping them to stay active

**Band (5 years):** Working as a group to accomplish a common goal of performing, with a high degree of excellence, for an audience

**Forensics (3 years):** Developing public speaking and writing skills

**Logger Pride Committee (1 year):** Leading our school in becoming a more positive and inclusive community

## SAMPLE COVER LETTER

**Ida Helpu**

ADDRESS

Clover County

Thirteen years ago, I joined the Clover Leaf 4-H Club as a clover bud, unaware of the opportunities that were ahead of me in the years to come. Being a 4-Her has presented me with once in a lifetime opportunities, learning experiences, unforgettable memories, and lessons that have taught me leadership and responsibility.

As a clover bud and young 4-Her I learned the importance of helping in my community and that even the smallest acts of kindness make a difference. Whether I was helping my club buy gifts for needy families during the holiday season, painting the humane society, ringing bells for the Salvation Army, or playing bingo with the elderly; I began to understand that assisting people in need is one of the most rewarding feelings I'll ever have. Though the acts I was participating in were small contributions, I began to understand they made my community members' day just a little brighter and helping people in need is fulfilling.

Moving into my older years as a 4-Her, new and extraordinary opportunities began coming my way. Through participating in my country 4-H ambassador program I was able to plan and lead programs for all the youth in my county. By doing this, my leadership skills, along with public speaking abilities, really began to blossom. The ability to lead in an effective manner and being able to speak in a confident and professional way in front of a large group or even a small committee will become very useful in my adult life. Along with being an ambassador, I had the honor of being a counselor at my county's week long summer camp. Whenever someone asks me what my favorite part of summer is, I think of my week at camp. Along with having fun with the campers, what I like most about being a counselor is watching the kids become better 4-Hers and community members by what I am able to teach them at camp. Being a counselor isn't always fun and games though, through my counselor experience I learned that some things take hard work and dedication, but if I give my all, success will eventually find me.

Finally, moving into my most recent years in 4-H, I had the opportunity to participate in state wide events. If it was not for 4-H, who knows if I would have been able to travel the country and learn about it's great history as well as visiting famous landmarks. I am beyond grateful to have had the chance to be a delegate on the American Spirit and CWF experiences. Most importantly though, I was honored to earn a spot on the Wisconsin 4-H Leadership Council. In the past year and a half as a council member, I have improved my public speaking, event planning, and communication skills. Helping plan Youth Conference and Fall Forum has taught me the importance of team work and how to be a more effective team member and leader.

Due to 4-H, I have truly become a lifetime leader, volunteer and a more responsible young adult. I couldn't be more grateful for this wonderful experience.

# SAMPLE RESUME

**Ida Helpu** ADDRESS

## **School Experience-**

- 3.99 Cumulative GPA Class Rank: 15/196
- Completed 9 Honors/Advanced Courses
- Completed 2 Advanced Placement Courses
- Honor Roll Member throughout High School
- Academic Letter recipient
- National Honor Society Member
- Student Council Member
- DECA Member
- Spanish Club Member
- Drama Club Member
- Tennis and Bowling

## **Work Experience-**

- Employed at Copps Food Center from Dec. 23<sup>rd</sup>, 2014 to Present
- Bagger, Cashier, and Service Deck Operations Manager

## **Career Goals-**

- To enter a field where I am able to help people.
- To study biology and psychology and enter graduate school to become a Genetic Counselor

## **Leadership Experience-**

- Wisconsin 4-H Leadership Council Member (Ambassador of State 4-H)
- Class Vice President 2013
- 4-H Club vice-president and Treasurer
- Varsity Tennis Captain
- Varsity Bowling Captain
- Drama Club President

## **4-H Experience-**

- Youth Camp Counselor (5 years)
- American Spirit Trip Delegate
- Citizen Washington Focus Delegate
- 4-H on the Capitol Delegate (2 years)
- Market Animal Showmanship and Sale (4 years)
- Youth Rep. on Clover County 4-H Board (2 years)
- Clover County 4-H Ambassador (3 years)
- Youth Representative on County 4-H Board (2 years)
- Countless Community Service Acts
- State Fair Activity Station Help

## **Community Involvement-**

- Clover County Fair Queen 2015
- Church Youth Group
- Vacation Bible School Educator
- Cloverville Community Theater
- State Solo and Ensemble Extemporary Solo Winner
- Salvation Army bell ringing
- Youth Representative on Youth Bowling Board
- Runner-up State Championship Bowling Team Member
- State Bowling All-Star team member (2013,2017)

## SAMPLE COVER LETTER AND RESUME

# Christa Vanlead

Social Clubs:

**Concert Band and Jazz Band**- Section Leader

**Flags for Parades and Homecoming Field Show**- Captain

**FCCLA** - Chapter Officer

ADDRESS 1

ADDRESS 2

PHONE (XXX) XXX-XXXX

[christavanlead@mail.com](mailto:christavanlead@mail.com)

### Volunteer Activities:

Helping the KIPP: Ways Elementary School in Atlanta in November by making take home folders.

Participating with the county's Christmas is for Kids programs with my 4-H club by buying gifts for a family in need.

Donating food to the food pantry with my club for the Give from the Heart program put on by the Clover County Ambassadors.

The summer after my 8th grade year, I helped out with a summer school art class. I assisted the teacher and kids by providing an extra set of hands.

I helped make bags for youth in the hospital with fun things to keep them occupied. We made them at a 4-H Youth Conference and we made over 300 of them in 90 minutes.

### Personal Traits and Strengths:

Organized- I like to make sure that I have everything altogether to help accomplish a task faster and with ease.

Leadership: After 12 years of 4-H, I've learned how to keep people on task and in the right direction to accomplish the goal in mind.

Helping Others- I really enjoy seeing people break out of their shell and show who they really are to people that they probably wouldn't have done it with before.

Talkative- I like talking to people and seeing what they have to say about different topics and this helps them become more included in conversations and activities.

### Leadership Experiences:

Clover County Ambassador:

We are the older youth group of Clover County and we host events including Festival of the Arts, County Picnic and the Little Miss/Little Mister Cloverbud Competition. We are very involved in promoting 4-H and helping grow future leaders.

Wisconsin Leadership Council:

November 2015 I was elected to be one of the Northwestern Regional Representative for the Wisconsin 4-H Leadership Council. WLC is a group of young leaders that help grow new leaders throughout Wisconsin at different events that we attend. Last November, I was elected as the 4-H Foundation Representative. I attended the meetings and it is interesting to see how much of an impact they have had on my 4-H career.

## SAMPLE RESUME