

South Carolina 4-H Youth Development Program 4-H Resume Guidelines

The 4-H Resume is designed to help Senior 4-H Members highlight their overall 4-H achievements. The resume also highlights achievements in academics, organizations and clubs as well any work experience. Only those achievements that most closely relate to your objective, or are most meaningful to you, should be included.

FORMAT

- 1 single page
- No less than ½ inch margins on each edge
- Must be typed
- No less than 10 point size
- Font must be easily read
- Must contain complete personal information (name, address, phone, etc)
- Must contain the following sections: objective, summary, education, experience, and activities

SPELLING / GRAMMAR

- Spelling, punctuation and grammar must be correct
- Only use initials or abbreviations if you specify their meaning upon first use

OBJECTIVE: *(Your personal mission statement)*

- State your future goal and/or reason for preparing resume
“To obtain a position, to obtain an education, to obtain membership...”

SUMMARY:

- Details your personal strengths and experiences related to the objective of the resume

EDUCATION

- Comprehensive list of education and related coursework

EXPERIENCE

- Summarize any jobs (paid or unpaid – includes objective related volunteer work)
- Explain all experience using action verbs

ACTIVITIES

- Summarize 4-H activities, positions and experience
- Summarize any other organizations, sports teams, church, or community activities