

# Rusk County 4-H



## 4-H Key Award Guidelines and Application

## **Guide to Creating a Resume and Cover Letter Table of Contents:**

	<b>Page</b>
Table of Contents	2
Rusk County 4-H Key Award	3
Tips for Creating Cover Letter and Resume	4
List of Action Words to Utilize in Cover Letters and Resumes	5
Cover Letter Outline	6
Sample Cover Letter	7
Resume Outline	8
Sample Resume	9-11
Adult Recommendation	13

## Rusk County 4-H Key Award

The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the function of their 4-H Club and Community. It is considered a high honor in 4-H.

### Eligibility Requirements:

- 11<sup>th</sup>-13<sup>th</sup> grade
- Completed at least 3 years of 4-H
- Completed at least one year of Youth Leadership

To be considered for the 4-H Key Award for the current year, please complete the following: (full criteria and helpful tips listed on following pages)

1. A cover letter
2. A resume with (feel free to use template/format included in example)
  - Objective
  - Education
  - Leadership
  - 4-H Projects
  - 4-H Activities
  - School & Community
  - Service-Learning
  - Achievements
3. **(TWO)** Adult Recommendation forms with page, **AT LEAST** one must be a 4-H leader (it can be a club leader, project leader, etc. it cannot be a family member)

*\*A member must have achieved in the year prior to be considered for the Key Award. Achieving includes completing a record book and, good standing in your 4-H Club.*

**Due by: June 15 of the Current year**

**Please send completed materials to:**

Karrie Groothousen  
Rusk County 4-H educator  
311 Miner Ave E Suite S140  
Ladysmith WI 54848

Or

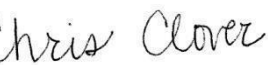
karrie.groothousen@wisc.edu

## TIPS FOR CREATING YOUR COVER LETTER AND RESUME

- **Use a computer.** You can save your work and make revisions as necessary. This is especially helpful for future use. The resume and cover letter should not be handwritten.
- **Plan ahead.** Go through each part of the resume and cover letter before typing. Use your old record books to help you. Put your thoughts together. Translate your skills into action oriented, concise, descriptions. As much as possible, think of your 4-H experience as a job. What do you do? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?
- **Layout, design, and formatting.** Your resume should be easy to read and understand. Choose an appropriate font and font size. Use the same 1-2 fonts throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. White space is a good thing. There should be a balance of text and white space. Each description should begin with an action word and be short, concise and to the point. Chronological, order and logical arrangement is very important in a resume! In other words, you should always list the most current and most important accomplishments first in a resume.
- **Editing.** Your documents should be free of spelling and grammar errors. Use spelling and grammar check and follow that up by having at least two adults proofread your cover letter and resume. Do not use contractions, abbreviations, or 4-H jargon.
- **Individualize it.** This is YOUR resume and cover letter; add your own personality to it. This provides you the opportunity to express emotion, which is evident in a good cover letter. In addition, this is a great way to tailor your cover letter and resume for this particular application.
- **Put it ALL down.** Don't be modest or shy about your accomplishments and experiences. A cover letter and resume is your chance to highlight your unique skills and qualities. Assume your reader does not know you; provide as complete a description of accomplishments as possible. Remember, accomplishments are about what you have learned, how you have grown, what skills you have developed and what you have experienced, not about awards or ribbons. The accomplishments you discuss in your cover letter should refer to your resume, not repeat it. In addition, the cover letter should explain your accomplishments and experiences in a story-like format that works with the information provided in your resume. This allows you to go in-depth about important knowledge and skills and relate them to the expectations of the "employer" and provide a sample of your written communication skills.
- **Ask for help if you need it.** If you haven't ever gone through this process, you may have questions. Don't hesitate to ask! The 4-H Educator is more than willing to help. Call her at 715-532-2155 or email her at [karrie.groothouen@wisc.edu](mailto:karrie.groothouen@wisc.edu)

## List of Action Words to Utilize in Cover Letters and Resumes

Accelerated	Enforced	Organized
Acted	Examined	Oversaw
Accomplished	Experimented	Participated
Achieved	Energized	Performed
Adapted	Established	Pinpointed
Administered	Evaluated	Planned
Advised	Expanded	Prepared
Analyzed	Expedited	Presented
Arranged	Facilitated	Produced
Assembled	Found	Programmed
Assisted	Functioned	Proved Provided
Assumed responsibility	as Gained	Published
Budgeted	Gathered	Presented
Balanced	Generated	Promoted
Blazed Billed	Graded	Publicized
Built	Graduated	Questioned
Carried out	Illustrated	Recommend
Changed	Increased	Recorded
Calculated	Influenced	Recruited
Channeled	Implemented	Reduced
Collected	Improved	Referred
Communicated	Initiated	Reinforced
Compiled	Innovated	Represented
Completed	Installed	Researched
Conceived	Instructed	Revamped
Conducted	Interpreted	Reviewed
Controlled	Interviewed	Revised
Counted	Introduced	Revitalized
Compared	Invented	Scheduled
Contracted	Issued	Showed Served
Coordinated	Judged Kept	Set up Solved
Counseled	Learned	Spearheaded
Created	Listened	Steered Studied
Cut Defined	Launched	Structured
Delivered	Led	Suggested
Delegated	Modeled	Supervised
Demonstrated	Maintained	Supported
Designed	Managed	Surpassed Taught
Determined	Mastered	Tested Trained
Developed	Met with	Tripled Updated
Directed	Modernized	Utilized
Dispatched	Motivated	Used
Distributed	Negotiated	Won
Documented	Observed	Wrote
Earned	Operated	
Edited	Obtained	
Effected	Optimized	
Eliminated	Originated	
Enabled	Orchestrated	
	Ordered	

<b>DATE</b>	DATE YOU ARE MAILING LETTER
<b>ADDRESS</b>	INSIDE ADDRESS (ADDRESS OF THE INDIVIDUAL RECEIVING LETTER)
<b>SALUTATION</b>	GREETING TO INDIVIDUAL RECEIVING LETTER, FOLLOWED BY A COLON
<b>PARAGRAPH 1</b>	WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY OUTLINING YOUR OBJECTIVE (I.E., KEY AWARD).
<b>PARAGRAPHS 2 &amp; 3</b>	THIS IS THE "WHY ME?" PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE <u>UNIQUELY</u> QUALIFIED FOR THIS AWARD FOR RUSK COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. GIVE SPECIFIC EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.
<b>FINAL PARAGRAPH</b>	CLOSE THE LETTER. THANK THE READER FOR CONSIDERING YOUR RESUME.
<b>CLOSING</b>	SINCERELY IS THE MOST APPROPRIATE CLOSING, FOLLOWED BY A COMMA
	SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE
<b>NAME</b>	TYPED NAME THAT MATCHES SIGNATURE
<b>ENCLOSURE</b>	INDICATE WHAT IS INCLUDED IN THE ENVELOPE WITH THE COVER LETTER

November 2, 2024

Extension Rusk County  
311 Miner Ave E Suite S140  
Ladysmith WI 54848

Dear Key Award Selection Committee:

It is my pleasure to submit my resume, references, and adult recommendation in consideration for the 2024 Rusk County Key Award. My leadership experiences and my dedication to personal development make me a first-rate choice to receive this honor for Rusk County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Rusk County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Rusk County 4-H Youth Leaders' Reporter and a 4-H Summer 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.

Additionally, serving as a 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and, then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I believe that my 4-H experiences demonstrate my leadership and service to the Rusk County 4-H Program and make me a great candidate for the Key Award. My experiences in Rusk County 4-H and my activities outside of 4-H make me a great candidate for this award. Thank you for considering my application.

Sincerely,

  
Chris Clover

Enc: Resume  
References

## NAME

ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
EMAIL

**OBJECTIVE** Explain in one sentence which award trip you are applying for.

**EDUCATION** List school name, year in school, expected date of graduation, 4-H club name and years in 4-H.

**LEADERSHIP** List all 4-H and non-4-H leadership roles and years held. Provide a short explanation of the responsibilities expected of you and what knowledge and skills you learned as a result.

**4-H PROJECTS** List all projects in which you are or have been enrolled and the number of years enrolled. Provide a short explanation of your accomplishments (remember, accomplishments are not trophies and ribbons!) in each project and what knowledge and skills you learned as a result.

**4-H ACTIVITIES** List all prominent 4-H activities and the number of years participated. Provide a short explanation of your role and/or responsibilities in each 4-H activity and what knowledge and skills you learned as a result.

### **SCHOOL & COMMUNITY**

List all significant school and community activities including school events, sports, community organizations, church, and work experience in paid or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each school or community activity and what knowledge and skills you learned as a result.

**SERVICE-LEARNING** List all valuable 4-H and non-4-H service-learning projects and the number of years participated. Provide a short explanation of your role and/or responsibilities in each service-learning event and what knowledge and skills you learned as a result.

**ACHIEVEMENTS** List all awards, honors, and other special successes and year received.

## EXAMPLE-Chris Clover

1129 4-H Road  
Four Clover, WI  
548965  
555-111-2222  
[Chris.clover@net.net](mailto:Chris.clover@net.net)

**OBJECTIVE** 4-H Key Award Application

**EDUCATION** Rusk County High School; Sophomore, To Graduation with Honors 2023.  
Clover 4-H Club; 4-H member 8 years.

**LEADERSHIP** **Rusk Co. 4-H Junior Leaders Organization. Reporter,**  
2022-Present.

My responsibilities include preparing short news stories for the local paper and helping to create the monthly youth page for the 4-H newsletter. This position helps me strengthen my communication and time management skills.

**Clover 4-H Club. Treasurer, 2021-2022.**

As Treasurer, I kept all the financial records for the club. I also helped create the club budget, which made me think about money and how to manage it in new ways. As a result, I started saving for college with the money I earn at my job.

**Rusk High School Student Council. Representative,**  
2021-Present.

A representative for Student Council ensures that fellow classmates' voices are heard on school issues. As a representative, I have already learned how to better speak with my classmates and effectively communicate their ideas in government.

**Trails End 4-H Summer Camp. Counselor, Summer 2021.**

As a Camp Counselor, I cared for eight youth in my cabin, worked with fellow counselors to plan camp activities, and taught three archery sessions. My role helped me develop planning skills, gain patience, and practice problem solving.

**YELL Conference Planning Committee. Chair, 2020-2021.**

As the Chair, I facilitated three planning meetings and assisted each of the captains to ensure duties happened on time. I learned a lot about how to run effective meetings and how to work with others from this position.

#### **4-H PROJECTS**

##### **Youth Leadership.**

2019-Present.

Youth leadership has allowed me to consider different leadership styles and try on many different leadership roles. The most important idea I have gained is that being a good leader doesn't mean just being the biggest boss.

##### **Archery. Youth Leader, 2020-2022.**

As an archery youth leader, my biggest accomplishment is teaching archery at summer workshops and at 4-H Summer Camp. I have learned patience and teaching skills, accuracy, and safety in shooting sports.

##### **Foods & Nutrition.**

2014-2021.

As a part of this project, I have exhibited at the Foods Revue for three years. Each year I challenged myself with new, more difficult foods to prepare. I have learned more about the foods pyramid and nutrition as well as table etiquette.

##### **Photography.**

2015-2020.

My most valuable accomplishment in photography was learning how to create interesting photos with the use of the rule of thirds and leading lines. I also participated in two digital photo workshops that strengthened my project skills.

## 4-H ACTIVITIES

**Rusk Co. Project Day** 2015-Present.

At Project Day I lead a STEM activity for 4-H and Community youth. This activity was making a solar fan. I utilized my leadership skills to teach the youth.

**Clover 4-H Grandparents' Dinner.** 2018-Present.

Each year in our club we host a meal for the elderly in our area, my responsibility is to help plan the menu. I have gained empathy for others and developed my budgeting skills as a result of this activity.

**Wisconsin 4-H & Youth Conference.** **Delegate, 2022.**

I participated in challenging seminars, met many new people, and shared my new knowledge and skills with others when I returned. I gained independence and built a new awareness about issues surrounding diversity.

**4-H Canoe Camp.** 2018-2021.

I was a camper at Canoe Camp for two years. I learned how to paddle a canoe and gained independence from camp because I had to figure out lots of tasks like cooking and putting up a tent on my own.

**Ag-Olympics.** 2019-2021.

I participated in Ag-Olympics at the Fair. This activity helped me strengthen my teamwork skills and also got me interested in the 4-H Youth Leaders' Council.

## SCHOOL & COMMUNITY

**Rusk County Partnership Council.** **Member,**  
2022-Present.

I represent Rusk County High School students on the Council and help make decisions on alcohol and drug related issues in the County as well as help plan our annual events, like Senior Day, and write student mini grants to fund those events.

**Rusk Fresh Market.** **Cashier, 2022-Present.**

At my job, I greet customers and check out their purchases. As a result of this job, I have learned appropriate customer relations and about the importance of managing your money.

**St. John's Church Youth Group.** 2020-Present.

I am an active member. I participate in service-learning projects that help me develop a better understanding of my community and the importance of helping others.

**Rusk High School Varsity Volleyball** 2022-Present.

As a starter on the volleyball team, I practice teamwork and exhibit good sportsmanship. I have learned patience and dedication as well as taking direction from others from my many hours spent on the volleyball court.

**Rusk High School Choir.** 2021-Present.

I am a tenor in the school choir and participate in Solo & Ensemble as well as madrigals. My time in choir has helped me develop a lifetime passion for music.

**SERVICE-LEARNING** **Project Linus.** 2022.

In this service-learning project I helped secure funding for and create twelve blankets that were donated to youth in local hospitals fighting terminal or long-term illnesses. I wrote my first grant and learned more about terminal illnesses.

**Ronald McDonald House Meal.** 2020 & 2021.

I was the food planning committee chair and helped create the menu and budget, as well as shop for the food for the meal. Before this event, I did not think about the fact that patients' families suffer emotional, physical, and financial pain also.

**Rusk Area Food Pantry.** 2015 - 2021.

As a project for my English class, we held a drive for the local food pantry. We held a contest at school to collect baby items and then worked at the Food Pantry the day the items were delivered. This was the first time I realized that there is a lot of community members from all walks of life who are in need right now.

## **ACHIEVEMENTS**

Rusk High School High Honor Roll, 2022.

The Market Employee of the Month, 2022. Most

Motivated Player, Varsity Volleyball, 2022.

Wisconsin 4-H & Youth Conference Delegate, 2021.

Rusk County 4-H Junior Leaders Organization Active Member

Award, 2021. 4-H Community Service Award, 2020.

Outstanding 4-H Record Book Award, 2015-2022.

Clover 4-H Club Silver Pin Received, 2020.

**RUSK COUNTY 4-H KEY AWARD  
Adult Recommendation Form**

The following applicant \_\_\_\_\_ is applying to be selected as a 4-H Award recipient. You have been identified as a person who could speak to their qualifications for these trips and awards. It is the responsibility of the youth leader to see that you receive this recommendation at least 2 weeks prior to the due date along with a pre-addressed envelope. Recommendations are confidential and will not be returned to the 4-H youth leader. A recommendation from a family member will not be accepted.

Please complete the following recommendation and return as directed below.

Today's Date \_\_\_\_\_

Your Name: \_\_\_\_\_

How do you know this applicant? \_\_\_\_\_

How long have you known this applicant? \_\_\_\_\_

*Do you feel this member would be a good representative of Rusk County 4-H if selected as a Key Award winner?* YES \_\_\_\_\_ NO \_\_\_\_\_

<b>Evaluate the Member</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
Involvement in 4-H at Club level					
Involvement in 4-H at County level					
Involvement in School & Community					
Works to the best of their ability					
Dependability					
Communication					
Leadership Skills					
Ethics					
Solving Problems					

On one separate sheet, please discuss why the applicant is deserving of the 4-H Key Award. Please describe the applicant's leadership skills (i.e.: communication, self-confidence, teamwork, time management, responsibility, etc.), and qualities as a youth leader as well as any additional information that would be helpful to the selection committee.

Signature of Adult Recommending 4-H Youth Leader: \_\_\_\_\_

**Recommendations should be sent directly to:**

Rusk County 4-H Educator  
Attn: Karrie Groothousen  
311 Miner Ave E Suite S140  
Ladysmith WI 54848  
or emailed to  
[karrie.groothousen@wisc.edu](mailto:karrie.groothousen@wisc.edu)

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<b>Evaluate the Member</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
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Involvement in 4-H at County level					
Involvement in School & Community					
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