

# Jane Clover

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## OBJECTIVE

Explain in one sentence why you are completing this 4-H record, include the specific county award for which you are applying.

## EDUCATION

Aug 2018 to Current List school name, school address, phone, expected date of graduation

Aug 2014 to June 2018 List school name, school address, phone

## LEADERSHIP

Date to Date 4-H Club name and years in 4-H. List all 4-H and non-4-H leadership roles and years held.

## 4-H PROJECTS

Date to Date List projects that are relevant to this award and the number of years enrolled.

## 4-H ACTIVITIES

Date to Date List all prominent 4-H activities and the number of years participated. List all valuable 4-H service projects and the number of years participated.

## SCHOOL/ COMMUNITY

Date to Date 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. List all valuable non-4-H service-learning projects and the number of years participated.

## ACHIEVEMENTS

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

## REFERENCES

Include 3 to 5 References. Include first and last name as well as street, city, state, zip and phone. Include e-mail if available.

### Tip Box:

Make sure you present your resume in a professional manner but feel free to play around with the formatting of your resume.

The example of above simply outlines what it could look like with a brief description of what you could write about in each section. Be creative!!

Make sure to check your resume against the evaluation form so that you don't miss required items.