

# Translating 4-H to Resumes

Facilitated by Lynnette J. Ward, Career Consultant  
4-H North Central Sectional Skills Day  
November 8, 2014

## Tips to Create a Market-Ready Resume

A resume is a legal document representing your experience, qualifications and education for a targeted role. It also tells a story by emphasizing the strengths and accomplishments most relevant to the targeted role to identify you as the best candidate.

### Key Components of a Resume:

- **Build a Summary or Profile** – Positions you for a targeted role. State industry background, expertise and unique selling points. Include hard skills, soft skills and characteristics. Focus on how you'll contribute, what you do best and the impact you make.
- **Identify Professional and/or Volunteer Experience** – Documents where you worked or roles you've held in community organizations, titles, years; most importantly skill sets linked to contributions. Highlight a pattern of accomplishments.
- **Include Special Sections** – Provides further support of qualifications: Education, Professional Development, Licenses, Certifications, Technology Skills, Professional Affiliations, Volunteer Experience, Language Skills.

### General Suggestions:

- Be truthful
- Proofread
- Use strong action words – managed, developed, coordinated
- No personal pronouns: I, we, my
- 1 inch margins - top, bottom, sides
- 10-12 point type
- Easy to read font – Arial, Helvetica, Times New Roman, Verdana, Calibri
- Spell out numbers one to nine and use numerals for those over 10
- Avoid italics or underlining
- Use **Bold** & UPPERCASE for emphasis
- 2 pages maximum in length
- Delete "references available upon request," instead 4-6 references on separate sheet

## Chronological Resume Format

### JOE RESUME

1300 Edit Lane  
Los Angeles, CA 90066  
joeresume@resume.com  
310-555-1212

---

### SUMMARY

This section positions you for the targeted role and tells the employer what you do best and how you'll contribute to the organization. Start with functional role and level – Community Service Professional, Administrative Professional, Customer Service Professional, Retail Professional. Continue the sentence to describe your impact -- for instance "with extensive experience managing projects." Add 3-4 additional sentences describing your experience, industry background and skill sets. Include soft skills, strengths and unique selling points. Can use bullets below for key strengths/areas of expertise.

- Key strength/area of expertise
- Maximum of 6-8 bullets

### PROFESSIONAL EXPERIENCE

This section documents the roles where you have worked for companies or organizations.

**COMPANY NAME**, City, State

**Specify Years at Company 20XX-20XX**

Company Scope: (optional) indicates industry, products or services and size of company

**Title** (if more than one role at company, specify years in role 20XX-20XX)

Job Scope: (optional) start with an action – Managed, Led, Coordinated – and give the scope of the role; essentially what you were hired to do.

- Bullets equal specific accomplishments. What did you do? What was the result?
- Use action words and vary them; this will illustrate strengths, expertise and skill sets.
- List bullets in order from most important to least important to the targeted role.
- Include how many, how often or how important to add context to the situation.
- Written in the past tense. One bullet for each year in the role as a general rule.

**Previous Title at this Company** (specific years in role 20XX-20XX)

Job Scope: (optional)

- 

**PREVIOUS COMPANY NAME**, City, State

**Specify Years at Company 20XX-20XX**

Company Scope: (optional)

**Title** (if more than one role at this company, specify years in this role 20XX-20XX)

Job Scope: (optional)

-

### VOLUNTEER EXPERIENCE

This section documents roles you have held in volunteer organizations including 4-H.

**ORGANIZATION NAME**, City, State

**Specify Years in Role 20XX-20XX**

Organization Scope: (optional)

**Role**

- Bullets equal specific accomplishments. What did you do? What was the result?
- Use action words and vary them; this will illustrate strengths, expertise and skill sets.

### PROFESSIONAL DEVELOPMENT

List coursework, training and seminars beyond formal education degrees to show employer you are interested in learning and staying current.

4-H State Leadership Conference, U.C. Davis  
North Central Sectional Skills Day

### CERTIFICATIONS/LICENSES

List any certifications and/or licenses you hold that are required for your role. CPR and Hazardous Materials credentials are important to companies.

### EDUCATION

Use your high school diploma here until you begin college, then you can delete your high school diploma and list your college degree as in progress.

If in progress: Coursework toward Degree, University, City, State, Expected Completion Date

After you have completed your college degree you'll list it as follows.

**Degree**, University, City, State

### PROFESSIONAL AFFILIATIONS

List current community-based or industry organization memberships.

4-H Member, Sacramento County

### TECHNOLOGY SKILLS

List technology software programs you know how to use.

Add other relevant sections that apply to you or your experience.

### LANGUAGE SKILLS, AWARDS

## Resume Section Examples

### Summary Examples

Passionate Community Service professional with experience in environments servicing both youth and adults. Known for taking the initiative to problem solve. Demonstrated ability to handle multiple projects. Key strengths include communication, organization and goal achievement.

---

Goal-oriented Retail professional with a background in multiple industries. Demonstrated ability to work in a fast-paced environment. Known for attention to detail and meeting deadlines. Team player with a reputation for mentoring new team members. Key strengths include: organization, planning and inventory.

Enthusiastic Customer Service professional with experience in companies serving consumer and business customers. Demonstrated ability to handle a high volume of customers while ensuring a customer's individual needs are met. Known as a team player who quickly learns new tasks. Proven track record of driving sales.

Highly motivated Administrative professional with experience in a healthcare office. Proven track record of accomplishments in office and project management. Demonstrated ability to manage multiple priorities in a confidential environment. Reputation for working well independently while contributing to team projects.

### Company Scope Examples

Community youth development organization providing opportunities for hands on learning.

Regional non-profit organization providing services to adults experiencing homelessness.

Mass merchandiser with locations throughout the United States.

## **Job Scope Examples**

Led a group of club officers in club projects.

Supervised a team of three on multiple projects in Sacramento County.

Coordinated projects, including budget management, and reported directly to Project Leader.

Assisted Manager with administrative tasks and event scheduling.

## **Accomplishment Statement Examples**

- Coordinated a conference for 25 participants and effectively managed budget and met all deadlines to ensure an environment for team building and goal setting.
- Tracked spending and successfully managed an annual budget of \$5,000 as the Club Treasurer to ensure club expenses were spent and paid appropriately.
- Tracked skills and activities throughout the year and documented in annual record book submitted for regional competition. Achieved award in Photography category and represented region in state-wide competition.
- Participated in monthly club meetings utilizing communication and collaboration skills with a diverse group of individuals including both youth and adult participants to successfully resolve problems.
- Led committee of 10 in fundraising activities during a three month period to secure funding for new equipment totaling \$5,000.
- Successfully managed a project budget of \$500 and tracked spending during a three month time frame.
- Teamed with three club members to set-up and clean-up for monthly meetings attended by 35 participants to create an environment for relationship building and event planning.
- Led monthly community club meetings for 20-30 participants to inform and drive decision making regarding events and activities.
- Collaborated with team of five to create new programs resulting in awareness of 4-H throughout the county and increased enrollment.

## References Page Example

### JOE RESUME

1300 Edit Lane  
Los Angeles, CA 90066  
joeresume@resume.com  
310-555-1212

### REFERENCES

---

#### Russ Reference

Project Leader  
4-H Community Club  
Sacramento, CA  
916-555-1212  
russ.reference@4-H.com  
Supervisor in Youth Organization

#### Jeff Reference

Professor  
Cal Poly State University  
San Luis Obispo, CA  
805-555-1212  
jeff.reference@CalPoly.com  
Former Professor

#### Greg Reference

Manager  
Company C  
Adelaide, SA  
061-555-1212  
greg.reference@CompanyC.com  
Former Manager

#### General Suggestions:

- Match font, type size and contact information with resume
- Include 4-6 references
- Include managers, volunteer leaders, professors, clients and vendors
- Secure references -- ask them to be your reference before including them on your list
- Provide a copy of your resume and let them know what you will be interviewing for so they can make connections to the your skills and experience
- Keep in touch during search so they know who might be calling for a reference