

# Functional Resume

A functional resume focuses on your skills and experiences, rather than on your chronological 4-H History. It is used most often by youth who are involved in a variety of 4-H programs, youth who have less than five years of 4-H experiences, or youth who wish to focus on their experiences and skills vs. leadership positions and previous accomplishments.

**I. Header:** Name, address, email address, phone number

**II. Professional Statement:** This is a short statement describing your career aspirations (including college / work plans). OR

**AIRE Summary Statement:** This is a short statement that describes your purpose for applying (state what trip you are applying for and what subject area). You can briefly mention your 4-H career highlights, including past roles and your strongest skills.

**III. Education:** This contains middle school / high school or college information, expected date of graduation and course of study. Include academic honors.

**IV. 4-H Project Experience:** For each project or activity, format it after the following example and include:

- Amount of time you were involved,
- extent and diversity of knowledge and skills,
- extent and level of responsibilities, personal growth,
- how you extended your knowledge into your community
- size, scope of project,
- reflection of competency,

**V. 4-H Citizenship & Leadership Experience:** In this section, provide information about 4-H related activities in the areas of citizenship and leadership.

**VI. Community Service, Citizenship & Leadership Experience: Organizations:**

In this section, provide information about activities within 4-H and non 4-H in the areas of community service. Format it after the following example and include: the duration and extent of your involvement,

- your roles and responsibilities, the size and scope of your effort,
- time spent, impact and resources committed, and what you accomplished individually or as a team.

# Chronological Resume

A chronological resume starts by listing your 4-H history, with the most recent position listed first. Your leadership positions are listed in reverse chronological order with your current, or most recent position, first. This type of resume works well for youth with a strong, solid 4-H history.

I. **Header:** Name, address, email address, phone number

II. **Professional Statement:** This is a short statement describing your career aspirations (including college / work plans). **OR**

**AIRE Summary Statement:** This is a short statement that describes your purpose for applying (state what trip you are applying for and what subject area). You can briefly mention your 4-H career highlights, including past roles and your strongest skills.

III. **4-H Project Experience:** Begin with your most recent major 4-H accomplishments and continue backward to report your 4-H history. List and explain accomplishments (briefly) including dates and level (county, district, state, etc.).

- Try to begin each bulleted sentence with an action word.
- Write about your experience and skills to aim toward the accomplishment.
- Provide the most information about your most recent accomplishment. For example: write a brief description consisting of a few sentences followed by a short list of bulleted items.
- Show growth and progress with responsibilities.
- Stress achievements and accomplishments.

IV. **Education:** This contains middle school / high school or college information, expected date of graduation and course of study. Include academic honors.

V. **4-H Citizenship & Leadership Experience:** In this section, provide information about 4-H related activities in the areas of citizenship and leadership.

VI. **Community Service, Citizenship & Leadership Experience:** In this section, provide information about activities you've been involved within 4-H **and** non-4-H in the areas of community service. Format it after the following example and include: the duration and extent of your involvement,

- your roles and responsibilities, the size and scope of your effort,
- time spent, impact and resources committed, and what you accomplished individually or as a team.

# Combination Resume

A combination resume lists your skills and experience first. Your 4-H history is listed next. With this type of resume you can highlight the skills you have that are relevant to the 4-H trip you are applying for, and also provide the chronological 4-H history reviewers prefer.

- I. **Header:** Name, address, email address, phone number
- II. **Professional Statement:** This is a short statement describing your career aspirations (including college / work plans). **OR**  
**AIRE Summary Statement:** This is a short statement that describes your purpose for applying (state what trip you are applying for and what subject area). You can briefly mention your 4-H career highlights, including past roles and your strongest skills.
- III. **Summary of Qualifications:** Statement that describes your expertise, leadership abilities, and skill set. The summary should give the reviewer an idea of who you are, except it allows you to focus more on your 4-H experience than on your goals. You can briefly mention your 4-H career highlights, including past roles and your strongest skills.
- IV. **Accomplishments:** Begin with your most recent major 4-H accomplishments and continue backward to report your successes in 4-H, school, work and / or volunteer service.
- V. **4-H Experience:** In bulleted format outline your 4-H experiences, starting with the most recent and significant.
- VI. **Education:** This contains middle school / high school or college information, expected date of graduation and course of study. Include academic honors.
- VII. **4-H Community Service, Citizenship & Leadership Experience:** In this section, provide information about 4-H **and** non-4-H related activities in the areas of community service, citizenship and leadership.