



18 USC 707

Tennessee 4-H Project Portfolio Resume Activity

Pick It Apart!

The Resume

- Use experiences, even if not paid/formal job
- Focus on life skills
 - Items in Sections A, B and C will identify detail
- Action verbs
- Creativity in presentation is okay, but don't over do it
- Write for impact
- Highlight the most important
- Spell Check!

Resume One

OBJECTIVE

My objective is to learn how to properly perform an interview before entering the workforce. I would like to attend the State 4-H Roundup to help better widen my 4-H experience and relationships.

Primary Projects

Horticulture/Garden – 2018-Present; I am working on my project book for the 2018 State Roundup and in doing so I can see all the things I have learned to do through this project, like learning how to plant over 50 types of plants even if I do not know the names of them. I have learned about the treatments used for plants both commercial and organic and when/where to plant different types of plants/herbs.

- Life Skills – possible job career that I could continue later in my life to make a living in becoming an Agriculture agent for a number of business. Through this project I have learned how to manage time, make decisions based on what I found to be the correct answer, how to invest in the right healthy plants, and how to harvest at the proper times when they are at there best. forestry is a sub project I have been doing for four years and it has helped me learn about the different plants I can use in forests and under the shade cover from trees.
- Leadership – the leadership skills I have learned in this project are important because I now know how to take care of the plants when it is needed, and how to work on a large farm where hired help is very important. Now I know how to lead the people I am working with so that we will be able to keep the plants alive and possibly soon make money coming in from sales that we are wanting to make with the plants we are raising.
- Career Skills – there are a few different types of career choices I am considering picking from. When studying Horticulture, I found that there are several jobs

Resume One

available, like running a plant nursery or a monoculture farm. I could also consider becoming a Forestry agent and working to remove trees from tree farms for lumber or making new land for commercial gardening. These are just the well-known jobs I can pick from however there are a few other small ones that are slightly easier for me to think about.

- Community Service – I have worked in public gardens and it is truly a great way to do community service because it benefits everyone, from making the gardens look beautiful and healthy to working at nursing home helping in the small gardens making the people there feel more at home, I truly enjoy making someone's day a bit better from just being able to see a flower that is healthy and beautiful.

Gardening at State Roundup –2016-2017; presented in the gardening project at State Roundup to try and get first place in my knowledge of gardening.

- Life Skills – I learned how to properly do an interview for a job and how to perform a display board with different information on different topics. This will help in later in life when I am needing to find a job or needed to fill in time with a type of presentation.
- Leadership Skills – there were not many leadership skills needed for what I did at this event but I did learn how to act more professional when leading other people in making projects or cleaning out gardens.
- Career Skills – much like the life skills, doing this event helped me learn how to do a proper interview and how to show my best potential for the job I want to get. So that when the time comes I will already understand for everything works and will have an easier time getting a job.
- Community Service – worked at the college cleaning up to make the grounds look clean and beautiful again, cleaned out a few garden beds and cleaned off

Resume Two

Objective To highlight the skills gained through participation in the Bee keeping and Entomology project and other 4-H activities.

Skills: **Leadership-** Through my 4-H career I have been able to enhance my leadership skills by serving as a Jr. Camp teen leader, Sigma lambda chi reporter, and assist the younger members of the horse bowl and hippology teams. My teen leader experiences have taught me how to handle situations that I would not have been exposed to otherwise. These experiences have made me more comfortable leadership dynamics.

Communication- I have participated in the county 4-H public speaking and poster contests. I had the opportunity the county 4-H awards banquet. I have had numerous opportunities to speak about 4-H within the community, including Farm city day where I taught a thousand 3rd graders about bee keeping.

Responsibility- I gained a sense of responsibility for my 4-H program by assisting with the awards banquet, Jr. Camp, and horse bowl and hippology meetings. I have also demonstrated responsibility within my community by participating in service projects such as, making blankets for a local shelter, Operation Christmas Child, and collecting coke tabs for the Ronald McDonald House, just to name a few.

Teamwork- Because of my 4-H experiences I have had the opportunity to further develop my abilities to work with a team. I have helped my horse bowl and hippology team prepare for the contest, I have also worked with other teen leaders in my project group and in junior camp, and I work as part of a team at school to carry the bee keeping equipment, bottle honey, and to clean the equipment.

Resume Three

OBJECTIVE: To highlight the skills gained through my experience in the Consumer Education, and other related 4-H experiences.

SKILLS:

Knowledge

- Identify between wants and needs
- Knowledge and use of an ATM- Automated Teller Machine
- Establish an emergency fund
- How to manage an auto pay for my Iphone
- Complete a job shadowing experience
- Know how to work electronic cash register to place orders for food
- Knowledge of using a credit card machine
- Knowledge of customer service
- Knowledge of setting up a budget

Leadership

- *Project leader –of Food Science- teaching others about my love of foods*
- *Secretary in Art Club*
- *Teen Leader at Kids Night Out*
- *Teen Leader at 4-H Fundraiser- 4-h Chicken Shack/food trailer*
- *Taught how to do alignments for vehicle, plug tires, how to repair coolant and power steering leaks; repair threads of a nut or bolt*
- **Communication**
- Social networking-text, face book, Instagram, email, snap chat
- Power point, Excel, Microsoft Word, Google Docs., Prezi
- Research

What the 4-H'er Did:

- As president of my Honor Club, I worked with the members to identify a community service project to help with literacy

What Soft-Skills the 4-H'er

Learned: • Decision Making • Brainstorming • Compromise

How to Write This on a

Resume: Through my leadership positions with *(combine with other leadership positions and insert # here)* groups, I have learned decision-making, brainstorming and compromising skills.

What the 4-H'er Did:

- I assisted an interior decorator with seven (7) home decorating projects where I learned how to place furniture and draw floorplans using CAD.

What Soft-Skills the 4-H'er Learned:

How to Write This on a Resume:

What the 4-H'er Did:

- I worked on my families' dairy farm where I was responsible for milking a herd of 60 dairy cows twice a day. I was also responsible for water, feed, and other basic animal care needs.

What Soft-Skills the 4-H'er Learned:

How to Write This on a Resume:

What the 4-H'er Did:

- I volunteered to use my photography skills to take “homecoming” photos for a local nursing home. This was in addition to volunteering to take Easter pictures during the egg hunt at church and family photos at our annual family reunion.

What Soft-Skills the 4-H'er Learned:

How to Write this on a Resume:



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