Appendix 1 – How to Create a Résumé

It can be quite intimidating when you read the fine print at the bottom of your All Star 4-H Ambassador application and discover that you need to submit a résumé along with your application. A résumé? How am I going to write a résumé? This appendix should come in handy when writing any kind of basic résumé for work, 4-H, or even scholarship applications.

Following these tips can save you time and help you create a better résumé that will reflect exactly what you want.

- **Focus on Relevant Information:** Always keep the organization or position you are trying to get in mind. For example, if you are planning on applying for All Star 4-H Ambassador, you might want to include as much information as you can on your 4-H achievements and past offices held, as opposed to the fact that you were last year's Homecoming Queen.
- **Construct Your Résumé to Ready Easy:** Make sure to put your résumé in a legible font no less than 10 point. Also, you résumé should only be one page in length; however, if you go up to two pages it is still acceptable.
- **Avoid Repetition:** Whoever will read your résumé will observe if you use the same word over and over again. If you cannot think of an alternate word, consult a thesaurus. You want your résumé remembered for all of your great skills and achievements, not the fact that you used a word too many times.
- **Do No Use Graphics:** A résumé, in most cases, is supposed to be a professional reflection of you. Using pictures and other graphics detract from the overall quality of the résumé.

What to Include

A quality résumé includes many components. Here are a few basic ones that most résumés have. Feel Free to add others such as references and information that pertain to the position you are applying for.

- **Your Name and Location:** List at the top of your résumé your name, current address and telephone number, and your permanent address and phone number. You may include any e-mail addresses or fax numbers at which you can be reached.
- **Career Objective:** By stating your career or employment goal, you inform your prospective employer of the type of work you're seeking and the kind of skills you wish to use.
- **Education:** Include the full name of the high school or college that you attend, its city and state, and your expected graduation date. Also include other forms of education such as extra classes.
- **Achievements:** This is a great opportunity to list any awards you have received, your GPA if it is above a 3.0, and any clubs, established musical ensembles, or sports teams which have honored you. If you are in high school, do not be ashamed to list attendance records as well.
- **Work Experience:** Include any positions (paid and unpaid) in which you acquired and utilized skills generally relevant to your desired position: previous jobs, internships, extracurricular activities, volunteer activities, summer employment.
- **Hobbies/Interests:** List your experiences or hobbies here. Many employers like to hear about your interests outside of business.
- **References:** Include people with titles like teachers, doctors, administrators, etc. Be sure to include addresses and phone numbers of these people. Make sure to contact these people before you put them on your résumé, either by phone or letter.
- **Skills/Qualifications:** This could include CPR, Microsoft Word, proficiency in a foreign language.

Sample Résumé

Joe Clover
12345 Green Lane
Anytown, CA 54321

Objective:	Seeking an entry-level position with a company offering on-the-job training with opportunities for advancement in business management.
Education:	Anytown High School, Anytown, CA High School diploma, June 2005
Achievements:	Maintained 3.8 Grade Point Average California Scholarship Federation (2 years)
Activities:	Member, Spanish Club Assistant Editor, "Anytown Times" School Newspaper
Experience:	Summers 2003-2005 Anytown Java Shop Anytown, CA 54321 Assistant Manager, Supervised 8 Employees
Hobbies/Interests:	Gardening Water Skiing Weight Training Piano
References:	Amy Smith, Teacher/Counselor Anytown High School Anytown, CA 54321 (123) 456-7890 John Doe, County Supervisor, District III Anytown, CA 54321 (123) 456-8945 James Brown, Principal Anytown High School Anytown, CA 54321 (123) 456-2455

Still Confused?

You can visit these websites for extensive writing tips:

- http://www1.umn.edu/ohr/careerdev/resources/resume
- http://www.theresumebuilder.com/
- http://www.how-to-write-a-resume.org/