

4-H PORTFOLIO TRAINING

UTAH 4-H 2019-2020

EXTENSION 
UtahStateUniversity.

INSPIRE KIDS TO DO

**4-H Portfolios are the
combination of a resume
& cover letter.**

Why 4-H Portfolios?

- The following 4-H opportunities require a 4-H Portfolio to be submitted. Youth should start developing these materials early in the Junior age 4-H experience to be prepared for the future.
- STATE & REGIONAL LEADERSHIP ROLES
- NATIONAL 4-H CONFERENCE
- NATIONAL 4-H CONGRESS
- COUNTY AWARDS NIGHTS AND PORTFOLIO CONTESTS
- 4-H STATE AMBASSADOR
- STATE PORTFOLIO CONTEST
- 4-H SCHOLARSHIPS

4-H Resume

- The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments.
- The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, and community service.
- Each year, applicants will need to update their information, maintaining the most pertinent information over time.
- Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant.
- Applicants should include contact information, county, school grade, and year in 4-H. Maximum 2 pages.

**A RESUME IS A CHANCE TO EXPRESS INDIVIDUALITY...
MAKE IT UNIQUE!**

Resumes are the summary of an individual's knowledge, skills, experience, and accomplishments. In Utah 4-H, we score those competencies in the following sections:

4-H PROJECT INVOLVEMENT

Summarize 4-H projects by including facts such as: the amount of time/effort contributed, how many years of involvement, knowledge/skills gained, etc.

4-H ACTIVITIES & EXPERIENCES

Show that you are active in the 4-H program and your community as a whole. Show age appropriate involvement in different activities. Explain activities and experiences in detail. "4-H" should be used in descriptions where appropriate.

4-H AWARDS & RECOGNITION

Include any contests and awards you have completed. Awards should show age appropriate progression.

4-H LEADERSHIP EXPERIENCE

Give a clear picture of the responsibilities and duties in each leadership role. Show age appropriate progression.

4-H COMMUNITY SERVICE

Explain 4-H community service activities you were involved in. Give a clear picture about what was accomplished.

NON 4-H EXPERIENCES

Explain accomplishments, experiences, activities, and service outside of 4-H involvement.

**BE SURE TO...
CLEARLY DEFINE 4-H VS NON 4-H CONTENT
FOLLOW THE RUBRIC REQUIREMENTS
INCLUDE THE ESSENTIALS**

**ESSENTIALS:
FULL NAME
CONTACT INFORMATION
YEARS IN 4-H
4-H COUNTY
4-H AGE DIVISION
(JUNIOR, INTERMEDIATE, SENIOR)**

Sample 4-H Resume

Chris Clover
 Intermediate 4-H Member, Cache County
 4900 Old Main Hill
 Logan, UT 84322



4-H Project Involvement

- 2016 – 2019 4-H Horse Club Member, Lucky Clovers
 - Meetings occurred once per week for 2 hours
 - Learned the basics of Horsemanship and Speed Events
 - Managed annual budget
 - Hay (\$7.00/bale x 150 = \$1,050.00)
 - Show Attire (\$150.00)
 - New Tack (\$220.00)
- 2017 – 2018 Raised Sheep for County Fair, Lucky Clovers Sheep Club
 - Learned current livestock market prices; purchased sheep for \$515.00 sold for \$1250.00
 - Worked with community to seek buyers
 - Purchased hay (\$7.00/bale x 2 sheep = \$320.00)
 - Worked 53 hours
 - Profited \$735.00 on two sheep

4-H Activities & Experiences

- 2017 Attended Intermediate 4-H Camp, State Level; Price, Utah
- 2017 Attended Lucky Clovers 4-H Club Community BBQ, County Level; Logan, Utah
- 2018 Attended Northern Region Teen Leaders Conference, Regional Level; Salt Lake City, Utah
- 2018 Attended 4-H University, State Level; Logan, Utah

4-H Awards & Recognition

- 2018 Won Showmanship Reserve Champion, Cache County Livestock Show
- 2017 Won Overall Judged Events, Cache County Horse Shows
- 2016 Won Top Individual Test Score, Cache County Horse Show

4-H Leadership Experience

- 2019 Cache County Junior Ambassador
- 2018 Joined Cache County Teen Council; facilitated six meetings
- 2017 Lucky Clovers 4-H Club Secretary
- 2016 Lucky Clovers 4-H Club Pledge Leader

4-H Community Service

- 2017 Painted fairgrounds bleachers with Lucky Clovers 4-H Club, Cache County
- 2018 Organized blanket making event with Teen Council, Salt Lake County
- 2019 Planned canned food drive during Thanksgiving, Cache County

Non 4-H Experiences

- 2017 Earned fishing, swimming, and sewing Boy Scout Merit Badges
- 2018 Served as youth leader in church calling
- 2019 Won Region 5 Zone 3 Soccer Championship

Ages and Stages

Youth of all ages should be involved in the portfolio program. As youth progress through 4-H, and as they mature, progression should be reflected in their portfolio. Through the 4-H program and portfolio process, it is important to understand what is expected for the certain ages of our 4-H youth. Portfolios can help to enhance characteristics common to 4-H youth at each development level.

JUNIORS

(3RD - 5TH GRADE)

Youth at this age need to have small successes celebrated. Portfolios allow for our adult volunteers to praise, work with, and honor youth for their accomplishments. Portfolios also allow a junior aged youth to self-reflect on the year and view themselves as becoming independent.

INTERMEDIATES

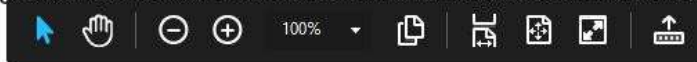
(6TH - 8TH GRADE)

As youth become more independent at this age, it is important for them to reflect upon and celebrate their own successes. Portfolios allow them the opportunity to focus on personal achievement, service, and leadership. At this stage in their life, intermediate aged youth want know how they can improve for the better. Portfolios allow for goal setting and comparison needed for achievement.

SENIORS

(9TH - 12TH GRADE)

Senior aged youth are at a point in their life where many important choices are right in front of them. Portfolios allow them to reflect upon past experiences and outcomes to aide in their future planning. Seniors are also able to further understand personal independence and identity as they review their 4-H past experience throughout their portfolio.





Levi M. Reber

HC 64 Box 21126 Axtell, UT 84621
Phone: 435.633.3592 | Email: rebers6@gmail.com
Sanpete County
Senior Division
9 Years in 4-H

4-H Project Involvement

- 2012 - Present - Large Animal Livestock
 - Market Lambs - Sanpete County Junior Livestock Show
 - Knowledge of nutrition, showmanship and fitting, and responsible health practices
 - Breeding Sheep - Suffolk/Hamshire Cross Breeding Flock
 - Responsible for health and breeding records, vaccination and deworming schedules, management of income and expenditures, and safe lambing practices
 - Market Swine - Sanpete County Junior Livestock Show
 - Experience with feeding techniques and healthy husbandry
- 2013 - Present - Gardening
 - Successfully grown many garden crops such as; melons, pumpkins, corn, peppers, tomatoes, sunflowers, squash, beets and potatoes
 - Experience with drip irrigation systems and garden plastic to conserve water
 - Safe and proper use of pesticides and farm equipment
- 2017 - Present - STEM/Maker - Metal Art
 - Proficient in the use of MIG and Arc welders
 - Knowledge of welding safety, weld joints, metals and metal working tools

4-H Activities & Experiences

- 2019 - National 4-H Congress in Atlanta, GA, Utah Delegate: *National Level*
- 2019 / 2018 - Utah 4-H TLT, Logan, UT: *State Level*
- 2019 - 2012 - Sanpete County Junior Livestock Show: *County Level*
- 2019 - Utah 4-H State Contests, Logan, UT: *State Level*
- 2019 / 2018 - Intermountain Livestock Judges Training, UT: *Multi-State Level*
- 2019 / 2018 - Utah 4-H Southern Region Teen Retreat, Bryce Canyon, UT: *Region Level*
- 2019 / 2017 - Utah State 4-H Portfolio Contest: *State Level*
- 2019 - Utah State 4-H Teen Winter Retreat, Aspen Grove, UT: *State Level*
- 2017 - 4-H Regional Shooting Sports Competition, Karahi, UT: *Region Level*
- 2017 / 2016 - 4-H, Price, UT: *State Level*
- 2016 - Southern Idaho Livestock Judging Camp, Twin Falls, ID: *Multi-State Level*
- 2015 / 2014 - 4-H JYC, Snow College, Ephraim, UT: *State Level*
- 2015 - National 4-H Week Bake and Take: *Club Level*
- 2013 - Sanpete County Portfolio Workshop: *County Level*
- 2012 - Utah 4-H Centennial Celebration, Logan, UT: *State Level*

4-H Awards & Recognition

- 2019 - 1st place Senior 4-H Portfolio, *SCLA Portfolio Contest*
- 2019 - Sweepstakes Rosette on Anaheim Peppers: *Sanpete County Fair*
- 2019 - Welded Roping Dummy - Selected for State Fair, *Sanpete County Fair*
- 2019 - 1st place Senior Livestock Test in all four species, *SCLA Show*
- 2019 - 4th place team at Utah 4-H State Contests, *Utah 4-H State Contests*
- 2019 - Selected for National 4-H Congress, *Utah 4-H State Congress Contest*
- 2019 - 2nd High Individual in Judging, *Intermountain Livestock Judges Training*
- 2018 - 1st place Livestock Judging, *SCLA Judging Contest*
- 2018 - 1st place Senior Swine and Goat Tests, *SCLA Show*
- 2018 - Sweepstakes - watermelon and sheep feeder, *Sanpete County Fair*
- 2017 - 1st place Intermediate Livestock Judging, *SCLA Show*
- 2017 - Star Class Market Swine, *SCLA Show*
- 2016 - 1st Place Overall Novice Judging, *Southern Idaho Livestock Judging Camp*
- 2015 - Star Class Market Swine(2), *SCLA Show*
- 2014 - 1st place Junior Portfolio, *SCLA 4-H Portfolio Contest*
- 2013 - 1st place Junior Portfolio, *SCLA 4-H Portfolio Contest*
- 2012 - State Fair Ribbon - Bouncing Egg Science Project, *Sanpete County Fair*

4-H Leadership Experience

- 2017 - Present - Utah 4-H Southern Region Ambassador
- 2016 - Present - Kickin' R 4-H Club President
- 2018 - Seed Workshop Presenter, *Utah Farm Bureau Ag Day*
- 2017 - Sanpete Sharp Shooters 4-H Club President
- 2016 - 4-H Family Fun Night Presenter
- 2013-2015 - Junior Livestock Ambassador, *SCLA*
- 2012-2014 - Kickin' R 4-H Club Office

4-H Community Service

- 2019 - Taught Poultry Production to school children; *4-H National Congress*
- 2019 - Barn improvement project; *Sanpete County Fairgrounds*
- 2019 - Letters to servicemen; *Southern Region Retreat*
- 2019 - Gathered comfort items; *Sanpete County Children's Justice Center*
- 2018 - Cleaned up litter; *United We March Event, Gunnison, UT*
- 2018 - Worked at the Fun on the Farm; *Sanpete County Fair*
- 2018 - Renumber all Grandstand Seating; *Sanpete County Fairgrounds*
- 2017 - Folded Veteran Flags; *Centerfield City Cemetery*
- 2016 - Installed new signs on buildings; *Sanpete County Fairgrounds*
- 2016 - Dinner server; *Sanpete County Fair Benefit Dinner and Auction*
- 2015 - Town Park clean-up; *Axtell Post Office Park*
- 2014 - Bares Dairy "Milk Float"; *Sanpete County Fair Parade*

Non-4-H Experiences

- 2017 - Present - Team Captain; *Gunnison Valley High School Swim Team*
- 2017 - Present - Chapter Sentinel; *Gunnison Valley FFA Chapter*
- 2018 - Present - Certified Lifeguard; *Gunnison City Swimming Pool*
- 2019 - Received Bronze, Gold and Silver Palms; *Boy Scouts of America*
- 2019 - Attended National FFA Convention; *Indianapolis, IN*
- 2019 - Spear fishing trip; *Biga Mexico*
- 2019 - Attended Tulare Farm Show; *Gunnison Valley FFA Chapter*
- 2018 - Received Eagle Scout Rank; *Boy Scouts of America Troop 573*

Record Keeping Resources

Project Sheets are still available for record keeping, but are not required in most State 4-H Applications. Some Livestock shows have opted to require a project sheet in addition to the 4-H Portfolio. Check with your county and contests to see if they require project sheets.

- <https://utah4h.org/projects/leadership/portfolio/PDF>



4-H Cover Letter

- The cover letter should be a narrative to accompany the resume.
- When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application.
- Each application must have the outlined responsibilities posted.
- Rubrics should be tailored to specific responsibilities/objectives.
- Maximum 1 page.

Cover Letter Objectives

- County Portfolio Objectives:
 - Summarize what project(s) you have participated in 4-H and what knowledge and skills you have gained.
 - What would you consider the most significant 4-H experience you have had and why?
 - Explain how your involvement in 4-H has influenced your life for the better.
 - Explain what you have done in 4-H that has challenge you to grow, and pushed you out of your comfort zone.

Chris Clover
4900 Old Main Hill
Logan, Utah 84322

Clover County 4-H Office
123 Green Street
Salt Lake City, UT 84115

September 1, 2019

To Whom It May Concern:

I have experienced a tremendous amount of growth during my second year as an Intermediate 4-H member in Clover County. Throughout my experience in the Lucky Clovers 4-H Club, I have learned more about meeting personal goals, and keeping lasting commitments. My club leader worked with each of us at the beginning of the 4-H season to set goals related to our projects. By setting personal benchmarks, I've developed my horsemanship skills including riding one-handed, and working on lope-off departures. Maintaining consistent attendance to club meetings has taught me to plan ahead and given me experience in balancing multiple schedules.

Based on this year's involvement in 4-H, I have identified several goals for the future. I plan to seek more opportunities to work with knowledgeable adult mentors who can give me more education related to horsemanship. I am also aiming to continue working toward improving my soft-skills, including seeking leadership roles next year.

This year I have gained a new appreciation for my 4-H experience. Making connections with peers and mentors has helped me gain confidence outside of 4-H, and has taught me more about where I can personally improve in the future. I have truly appreciated all of the opportunities 4-H has given me this year, and I hope to share those with others.

4-H has provided many tools that will be essential in the future. I've learned about educational opportunities related to my 4-H project, made connections that will help guide big decisions in the future, and identified areas for self-improvement. Most importantly I've gained skills that will be used in all aspects of my life such as leadership, communication, and resiliency.

Sincerely,



Chris Clover



4-H PORTFOLIOS ARE THE COMBINATION OF A RESUME & COVER LETTER.

State 4-H Portfolio Contest:

The State 4-H Portfolio Contest is the only time of year to receive feedback about your 4-H resume and cover letter on a state level. The 4-H Portfolio is the standard application tool for all 4-H leadership positions, a valuable resource as you seek employment, and gathers the information you will need to apply for 4-H scholarships. Competing in the State 4-H Portfolio Contest will give you a competitive advantage as you apply for other opportunities. Blue, red, and white ribbons will be awarded based on your scores. 4-H members of all ages are encouraged to submit their 4-H Portfolio. Deadline for submissions: February 1, 2020.

Cover Letter Objectives:

- What personal growth have you experienced this year?
- What does 4-H mean to you?
- What goals do you have based on your 4-H experience?
- How has 4-H prepared you for the future?

[Submit your 4-H Portfolio for the State Contest Here](#)

QUICK LINKS

- [Staff Resources](#)
- [YFP Mentoring](#)
- [Discover 4-H Clubs](#)
- [Curriculum](#)
- [4-H Online Support](#)
- [4-H News](#)
- [Hall of Fame](#)
- [Portfolios](#)
- [Scholarships](#)
- [Support 4-H](#)
- [Contact 4-H](#)
- [Donate !\[\]\(8d139a66f540002704b5c70b7fe6cc7a_img.jpg\)](#)

UPCOMING EVENTS

Wednesday, January 15, 2020

[Beginners Cross Stitching](#)

Join your friends and learn beginning cross stitch techniques! Participants will learn from basic pa... [more »](#)

[Panguitch Elementary Afterschool Program](#)

This is an Afterschool Program that provides homework help, snacks, physical education, communicatio... [more »](#)

[Sevier County Beginning Sewing](#)

Ages: 8+
Cost: Classes are \$5 each, plus supplies as shown in bold below. A sewing machine will be p... [more »](#)

[View full calendar](#)

Rubric

4-H PORTFOLIO RUBRIC

4-H Portfolios include the combination of a current resume and a cover letter.

RESUME

The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments. The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, community service, and non 4-H experiences. Each year, applicants will need to update their information, maintaining the most pertinent information over time. Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant. Applicants should include contact information, county, school grade, and year in 4-H.

CONTENT	4-H PROJECT INVOLVEMENT	4-H ACTIVITIES & EXPERIENCES	4-H AWARDS & RECOGNITION	4-H LEADERSHIP EXPERIENCE	4-H COMMUNITY SERVICE	NON 4-H EXPERIENCES	OVERALL FORMATTING PUNCTUATION GRAMMAR CONTACT INFO	TOTAL
POINTS	/20	/20	/10	/20	/15	/5	/10	/100
JUDGE'S COMMENTS								

COVER LETTER

The cover letter should be a narrative to accompany the resume. When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application. Each application must have the outlined responsibilities posted, similar to a job application. Rubric should be tailored to specific responsibilities/objectives.

CONTENT	OBJECTIVE 1:	OBJECTIVE 2:	OBJECTIVE 3:	OBJECTIVE 4:	OVERALL FORMATTING PUNCTUATION GRAMMAR	TOTAL
POINTS	/20	/20	/20	/20	/20	/100
JUDGE'S COMMENTS						

Skills Learned!

- Record Keeping

- 4-H Portfolios are a way to keep track of your experience, knowledge, and goals. To maintain an updated 4-H Portfolio, youth will need to keep records that are closely related to their projects. While record keeping tools won't be submitted for competitions or applications, they will be essential in gathering information that will be summarized in a resume and cover letter.

- Career Readiness

- 4-H Portfolios are also a great way to develop skills that will prepare youth for future opportunities such as post-secondary education, scholarship applications, and job applications. Youth are allowed the flexibility to develop documents that are unique to their experience, while learning to include content that will emphasize their abilities.

- Goal Achievement

- 4-H Portfolios are tools to be used by youth to reflect on what they have learned, and to help guide their future. Developing a resume and cover letter will help youth to see where they excel, and where they may improve their knowledge and experience.

More info:
SevierCounty4-H.org
or

<https://utah4h.org/projects/leadership/portfolio/>

FAQ's

Q: There seems to be a lot of flexibility in the formatting. How do we know what to include?

A: We are hoping to see unique resumes! These should be tailored to highlight skills and accomplishments just like if youth were applying for a job. Check back to Slide 5 to be sure everything is included.

Q: How do we know what objectives to write about in the cover letter?

A: The cover letter objectives will be different each year for each application. Be sure to check with the contest administrators for current objectives.

Q: Should the cover letter answer the objectives in bullet points, or in paragraph form?

A: Cover letters are traditionally answered in paragraph form. We recommend that youth use this opportunity to learn how to answer specific questions, while improving their writing skills to create a “flow” through the document.

Q: Are we still doing 4-H Certificates of Achievement?

A: You are welcome to keep those for personal records, and we will give you an updated certificate if requested, but it is not required for any application or contest.

Q: How do I learn more about 4-H Scholarships?

A: Visit: <https://utah4h.org/projects/leadership/scholarships/> The State 4-H College and Career Readiness Working group also puts on several online trainings in November right before 4-H Scholarship Applications open. Also feel free to contact Kelsey Romney.