

Application, Interview, Resume

Club Day 2014

This year at Club Day, there is an alternative to a talk, extemporaneous speaking and public speaking for Senior level 4-H participants. It is called AIR, for Application, Interview, Resume. The purpose is to expose older members to the job application and interview process. There will be ribbons and placings awarded.

Your 4-H Council AIR Committee has met several times, and prepared four basic job descriptions relevant to high school students. They will be sent to all eligible 4-H members via e-mail, together with a generic job application and the links below.

Instructions for AIR:

- Select the position you will be applying for.
- Print and complete the application.
- Prepare your resume and cover letter.
- Ask 3 people to be references for you. (i.e. school counselor, a teacher, an adult who knows you well)
- Submit the application, cover letter, resume and references to the Extension Office by February 14.
- Schedule a judging appointment by March 7.

Let's get started!

Here are some links to help you with your preparation:

<http://jobsearch.about.com/od/resumesandcoverletters/l/blhighschool2.htm>

<http://jobsearch.about.com/library/samples/blhsresume2.htm>

http://www.google.com/search?q=resume+templates&hl=en&tbo=u&rlz=1C1PRFB_enUS479US484&tbm=isch&source=univ&sa=X&ei=mE3zUKyml6f-2QXzyoDABg&ved=0CHYQsAQ&biw=1378&bih=839#hl=en&tbo=d&rlz=1C1PRFB_enUS479US484&tbm=isch&q=high+school+student+resume+templates&revid=491273455&sa=X&ei=Dk7zUJKeJ6fB2QWPr4B4&ved=0CE0QgxY&bav=on.2,or.r_gc.r_pw.r_qf.&bvm=bv.1357700187,d.b2l&fp=450613499df8facb&biw=1378&bih=839

Or, just search resume templates. Be careful not to get into a website that charges you to print it out.

Remember to call the Extension Office and schedule a judging appointment by March 7.

Ask someone for tips on how to prepare for an interview! You'll be glad you did.