

Ellis County 4-H Club Day Application, Resume, and Interview - INTERMEDIATE

This event is an alternative to a talk, extemporaneous speaking, and public speaking for Intermediate and Senior level 4-H participants. It is called **ARI**, for Application, Resume, and Interview. The purpose is to expose older members to the job application and interview process. There will be ribbons and placings awarded. The packets with applications and instructions are available at <https://cottonwood.k-state.edu/ellis-county4h/>

Instructions for ARI:

- Select the position you will apply for. Positions are age specific. See qualifications.
- Complete the application. Ask 3 people to be references for you. (i.e. school counselor, a teacher, an adult who knows you well, but is NOT a relative)
- Prepare your resume and cover letter.
- Submit the application, cover letter, and resume to the Extension Office by **February 20**.
- Your Judging Appointment will be on the schedule for 4-H Club Day on March 1. Dress appropriately for the type of job you are applying for.

Let's get started! Here are some links to help you with your preparation:

<https://www.kansascommerce.gov/wp-content/uploads/2019/06/Job-Search-Workbook.pdf>

http://4h.ucanr.edu/Resources/Member_Resources/4-H_Resumes/

<https://extension.colostate.edu/docs/pubs/consumer/09150.pdf>

https://extension.unh.edu/resources/files/Resource001447_Rep1953.pdf

<http://chautauqua.cce.cornell.edu/resources/4-h-resume-and-cover-letter-writing-tips>

<https://ag.umass.edu/mass4h/programs/communications-program/developing-your-resume/developing-your-resume>

You can also search for "resume templates." Be sure to check out the "images" tab since there will be photo examples, as well.

Watch out for websites that may want to charge you to "build" your resume

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

<https://yourteenmag.com/teenager-school/teens-high-school/teens-and-job-interviews-helpful-hints>

[https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/20469/4-](https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/20469/4-H_Public_Presentation_Teen_Interview.pdf?1486832326)

[H_Public_Presentation_Teen_Interview.pdf?1486832326](https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/20469/4-H_Public_Presentation_Teen_Interview.pdf?1486832326)

<https://extension.umd.edu/sites/extension.umd.edu/files/docs/publications/Preparing%204-Hers%20for%20Interview%20Success.pdf>

K-State Research and Extension is an equal opportunity provider and employer.

**Neighborhood Child Care
Position: Babysitter**

Position Overview:

As a babysitter, you will care for the wellbeing of the child (children) while the parents are away. It is important that you know the basic safety and needs of children in the age group you are working with. You should be able to relate to the children and plan activities that are best for the age you are caring for.

Essential Job Functions:

- Provide a safe environment for children in your care.
- Organize play activities for the children.
- Plan and prepare meals for the children as directed by the parents.
- Discipline children using methods approved by the parents.
- Monitor children's activities at all times, including during rest periods and meal times.

Other Necessary Skills:

- Communication
- Diaper changing
- Positive interaction with children

Eligibility: 4-H Intermediate Level

Submit: Cover letter, application, and resume for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the family.

“Paws”itively Pets Dog Walking Service Position: Dog Walker

Position Overview:

“Paws”itively Pets is seeking young people to assist with their dog walking service. Must like dogs and have a high energy level to keep them active during outings.

Essential Job Functions:

- Must be responsible and on time.
- Know how to safely care for pets.
- Follow instructions and approved routes for walking dogs.
- Discipline pets using methods approved by the owners.
- Know pet first aid.

Other Necessary Skills:

- Communication
- Clean up pet waste
- Positive interaction with pets

Eligibility: 4-H Intermediate Level

Submit: Cover letter, application, and resume for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the family.

Top Notch Lawn Care Position: Lawn Mower

Position Overview:

Top Notch Lawn Care is looking for a reliable and safety conscious teen to operate a lawn mower and trimmer during the summer growing season.

Essential Job Functions:

- Must be responsible.
- Have the strength to operate the equipment safely.
- Know and use the safety rules for operating mowing equipment.
- Be detail oriented enough to handle all aspects of mowing a yard.

Other Necessary Skills:

- Communication
- Ability to following directions and take feedback from property owners and supervisors
- Able to identify plants and weeds

Eligibility: 4-H Intermediate Level

Submit: Cover letter, application, and resume for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the customer.

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Cover

Letter

Example

14 Busy Avenue
Gloucester, MA 01632
November 16, 1993

Ms. Gail Zwenthal, President
What's In Store, Inc.
1 Copley Place
Boston, MA 02116

Dear Ms. Zwenthal:

I am interested in the Customer Service position you recently advertised in the Boston Gazette on November 15, 1993.

My part-time work experience and high school education have prepared me for this position. As the yearbook sales representative, I was responsible for the communication and problem-solving needed to successfully sell the advertisements for the yearbooks. I can also use WordPerfect and type forty-five words per minute.

I would like to discuss my skills in an interview. My home telephone number is (508) 947-8811.

Thank you for your time and consideration.

Sincerely,

Shirley Givens

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APPLICATION FOR EMPLOYMENT\INSTRUCTIONS: Print clearly in black or blue ink.
Answer all questions completely.

Name: _____

Last

First

Middle

Phone # _____

Address: _____

Number and Street

City, State and Zip Code

Position Desired: _____ Full-time _____ Part-time _____

Expected Wage: _____

Have you ever been employed here before? _____ If so, when? _____

Do you have any friends/relatives who work for us? _____ If so, name? _____

Have you been convicted of a felony? _____ If so, please explain.

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: _____ From: _____ To: _____

Address: _____

Number and Street City State and Zip Code

Job Title: _____ Wages: _____

Beginning

Last

Duties Performed: _____

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving: _____

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Employer: _____ From: _____ To: _____

Address: _____
Number and Street City State and Zip Code

Job Title: _____ Wages: _____
Beginning Last

Duties Performed: _____

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving: _____

EDUCATION: _____

School: _____
Name of School

City, State and Zip Code

REFERENCES: (Do NOT List Relatives and Friends) _____

Name: _____ Occupation: _____

Address: _____ Phone # _____

Name: _____ Occupation: _____

Address: _____ Phone # _____

Name: _____ Occupation: _____

Address: _____ Phone # _____

PLEASE READ AND SIGN BELOW: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement.

Signature of the Applicant

Date signed