

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



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:

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->

[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)

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

Ellis County 4-H
Application, Resume, Interview (ARI)



Sunnyside Elementary School
Position: Teacher Assistant

Position Overview:

As a teacher assistant, you will help with basic tasks in the classroom. Grading and organizing homework assignments, presenting student lessons, and one on one student instruction are required. An understanding of basic core curriculum is important. A basic knowledge of computers and their interface with a Smartboard is a must. Ability to operate a copier and design bulletin board layouts is a plus.

Essential Job Functions:

- Organize and grade papers
- Help teacher with lessons
- Operate computer equipment and its programs
- Run errands for teacher
- Help students understand lessons

Other Necessary Skills:

- Communication
- Organization
- Positive interaction with students

Eligibility: 4-H Senior 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 classroom.

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**Green Acres Farm
Position: Farm Laborer**

Position Overview:

Green Acres Farm is seeking a part-time employee to join their team! Position will assist in maintaining and operating equipment, understanding the use and selection of each piece of equipment including power tools, vehicles, and irrigation equipment. Safety is important on a farm; all rules will be explained and must be followed. We are looking for a positive, upbeat person who would like farming to be their future.

Essential Job Functions:

- Take direction well
- Grease and maintain each piece of equipment
- Set and operate each piece of equipment with accuracy
- Become familiar with equipment selection

Other Necessary Skills:

- Contribute to the group effort
- Willing to learn new information quickly
- Responsible
- Prompt

Eligibility: 4-H Senior 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 farm.

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ABC Secretarial Support Services
Position: Office Assistant

Position Overview:

ABC Secretarial Support Services is seeking a part-time employee to join their staff! You will be responsible for copying, sorting, and completing office forms. Exceptional communication skills are a must. The ability to greet customers, answer and transfer calls, take messages, and follow up on them is necessary. Other tasks include running errands. Ability to navigate Word, Excel, and Outlook are a plus!

Essential Job Functions:

- Copy, sort, and complete paperwork
- Answer the phone
- Answer basic customer questions
- Knowledge of Word, Excel, and Outlook
- Able to run errands

Other Skills Needed:

- Communication
- Organization

Eligibility: 4-H Senior 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 office.

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Corner Lot Chevrolet, Inc.
Position: Automotive Service Tech Assistant

Position Overview:

Corner Lot Chevrolet is seeking a part-time employee to join the service team! Position will assist in checking and gathering supplies for required service, washing and detailing vehicles, cleaning and organizing the service department, and assisting technicians with auto repair. The individual must have an interest in vehicles, a willingness to learn, and a strong work ethic.

Essential Job Functions:

- Check and gather supplies
- Wash and detail vehicles
- Assist technicians
- Maintain a safe and clean work environment
- Follow all safety rules; written and unwritten

Other Necessary Skills:

- Promote a positive work environment
- Be dependable
- Arrive on time and be ready to work
- Good communication skills
- Be professional when dealing with coworkers and clients

Eligibility: 4-H Senior 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 dealership.

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**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.

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**“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.

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**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.

SENIOR APPLICATION

EMPLOYMENT APPLICATION

If you need accommodation to complete the application process, please advise us. We appreciate the time you spend filling in this application; all portions must be completed. We use this information to help us make the best possible placement in our organization. In accordance with state and federal laws, our organization does not discriminate on the basis of age, race, religion, color, sex, sexual orientation, national origin, marital status, physical or mental disability, medical condition, or any other characteristic protected by state or federal law. Please answer each question completely and accurately.

APPLICANT INFORMATION		
Last Name	First	M.I. Date
Street Address		Apartment/Unit#
City	State	ZIP

Phone _____ E-mail Address _____

Date Available _____ Desired Salary _____

Position Applied for _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain _____

EDUCATION

High School _____ Address _____

From-To _____ Did you graduate? YES NO Degree _____

College _____ Address _____

From-To _____ Did you graduate? YES NO Degree _____

Other _____ Address _____

From-To _____ Did you graduate? YES NO Degree _____

PROFESSIONAL HISTORY

Professional Licenses and Certifications _____

- Skills and Abilities
- Typing/WPM
 - Personal Computer Skills
 - 10 Key calculator
 - Other _____

REFERENCES Please list three people other than relatives that know of your qualifications for the position(s) for which you are applying.

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

PREVIOUS EMPLOYMENT List current or most recent employment first and continue in that sequence.

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From-To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From-To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From-To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Previous Employment information must be completed even if you are attaching a resume.

PERIOD OF UNEMPLOYMENT Please identify and explain all periods of unemployment in excess of one month in the past ten years

From-To _____ Reason for Leaving _____
From-To _____ Reason for Leaving _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Date _____

Jane Doe

2315 Butternut Lane | Manhattan, KS 66502 | 620-285-6901 | luckiksu@ksu.edu

January 30, 2017

John Doe
Extension Operations
121 Umberger Hall
Manhattan, KS 66506

Mr. Doe and Search Committee:

I would like to express my interest in the position as Agriculture and Natural Resources Agent with Pawnee County Extension. This past December I completed my undergraduate degree at Kansas State University where I studied Animal Sciences & Industry, an option in Biotechnology, with an Equine Science Certificate and Agricultural Business Minor. In addition, I have begun my Master of Science in Agricultural Education and Communications this January. This will be an online, part-time education, and an emphasis will be placed on program planning.

It was a summer internship with Kansas State Research & Extension in the River Valley District #4 that has led me to apply for this position. I greatly enjoyed helping the various communities and traveling throughout the fourcounty district. While planning the two SPIN clubs, not only was I held with the task of teaching the youth but also managing the volunteers. In addition, I spent much of my remaining time assisting the Livestock Production Extension Agent in her daily duties. This included managing the livestock weigh-ins and livestock shows at all four county fairs, and it allowed me to volunteer as one of the leaders for the weekly horse project practices in Washington, Kansas.

While attending K-State I was heavily involved in a variety of leadership roles; including KSU Horseman's Association. I was a member of the planning committee for the American Collegiate Horseman's Association National Convention, as well as President for our campus club. During this time my duties included coordinating demonstrations, travel reimbursement, introducing the nationally known clinicians to the student body, organizing club and officer meetings, and every major event in between.

Since graduation I have been looking for an opportunity to move out of industry and back into the educational field. After going to school at KSU and working in the surrounding area for the past five years, I am more than ready to move and start my roots. I believe that a community such as Victoria could be a great fit.

I look forward to the opportunity to speak with you about how I can use my experiences to benefit Kansas State Research & Extension as the Agriculture and Natural Resources Agent in Pawnee County. I am looking for new insight and challenges, I feel confident that I am ready to work in an environment such as yours.

Respectfully yours,

Jane Doe

INTERMEDIATE

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

Duties Performed:

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving: _____

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: (Exclude 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