

4-H PORTFOLIO GUIDE

**4-H PORTFOLIOS ARE THE COMBINATION OF
A RESUME & 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, 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.



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.

Training Tips

1 Hold portfolio training meetings throughout the year. Host these both at the county office and in the field. Don't be afraid to take a few minutes during an already scheduled project training or event. Ask volunteers to help host these trainings to share personal experiences and successes.

2 Send out portfolio tips in your newsletters, emails, and on social media. Choose to highlight certain areas/people from your county to use as examples.

3 Get volunteers and 4-H members used to the Utah 4-H Website. Point them to fact sheets, rubrics, help guides, and examples that they can research on their own.

4 Hold County Portfolio Contests. Ask volunteers to come judge portfolios. This will help them to understand quality standards and how they can help their youth improve. Seek out the support of local businesses to provide prizes, awards, and recognition for portfolio winners. Celebrate winners at 4-H achievement nights.

5 Make 4-H Volunteers and Youth aware of State Portfolio Contests, National Trips, and Scholarships that are available through the program.

Why Portfolios

SOFT SKILLS

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.

ASSESSMENT COMPARE/CONTRAST
GROWTH MEASUREMENT
GOAL SETTING SELF-REFLECTION
RECORD KEEPING EVALUATION
SOFT SKILLS

Youth Opportunities

STANDARDIZED APPLICATION

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



Record Keeping Tools

Portfolios are an excellent tool to teach youth how to showcase the hard work they have done on a 4-H project. In order to successfully present an accurate record of their efforts, record keeping is essential. The following forms are available for download on the Utah 4-H website as tools to assist in the record keeping process. While these forms will not be judged or formally submitted, youth who utilize these resources will have an advantage when it is time to complete their portfolios. Adapting these forms to suit the needs of each project/individual is recommended.



UTAH 4-H

SECTION 1 • PART A
PROJECT REPORT FORM

PROJECT IDENTIFICATION

Member's Name: _____ Report Year: _____
4-H Project/Category: Livestock Yrs in this Project/Category: _____

SIZE AND SCOPE

Hours Spent		Income	
Description	Hours		Amount
Attending 4-H Club Meetings/Activities		Sale Price	
Feeding		Ribbon Premium Money	
Grooming		Boosts	
Training to Lead		Other Income	
Other		Total Income	
Total Hours Spent			
Production Summary		Expenses	
Description		Description	Total Cost
A. Beginning Weight		Animal Purchase Expenses	
B. Beginning Date		Feed Expenses 1	
C. Ending Weight		Feed Expenses 2	
D. Ending Date		Feed Expenses 3	
E. Total Weight Gained = C - A		Equipment Expenses	
F. Number of days on feed = D - B		Health Expenses	
Average Daily Gain = E / F		Other Expenses	
G. Total pounds of feed		Total Expenses	
Pounds gained per pound of feed = E/G		Profit/Loss	
		= Total Income - Total Expenses	

Project record keeping should then be summarized to fit on a resume. Here is just one example:

2018-2019 Raised, Showed, and Sold Two Sheep

- Won showmanship reserve champion, Millard County Livestock Show
- Gained xx lbs on sheep 1; gained xx lbs on sheep 2
- Learned current livestock market prices; purchased sheep for \$\$\$ sold for \$\$\$
- Worked with community to seek buyers
- Purchased hay (\$##.## x 2 = \$##.##) and supplements (\$##.## x 2 = \$##)
- Worked x hours
- Profited \$xx.xx on two sheep

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.

4-H Portfolio - Resume Tips

**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)

MY FIRST RESUME



UTAH 4-H
COLLEGE
& CAREER
READINESS

NAME

4-H COUNTY

PHONE NUMBER

4-H PROJECT INVOLVEMENT

Station 1:

Write down your 4-H projects, and how long you have worked on them.

4-H ACTIVITIES & EXPERIENCES

Station 2:

Explain three 4-H Activities or Experiences and where they took place: Club, County, Region, or State.

4-H AWARDS & RECOGNITION

Station 3:

Try to think of when you accomplished a goal, when someone told you "good job", or you won a competition.

4-H LEADERSHIP EXPERIENCE

Station 4:

Share a time that you were a good leader. It can be a big role, or a time that you made others excited about completing a project.

4-H COMMUNITY SERVICE

Station 5:

Write down some things that you have done to make your community a better place.

4-H Portfolio - Cover Letter

Cover letters should be sent in with a resume to include additional information about skills and experience. Applicants should review the objectives on the scoring rubric depending on the opportunity, and construct their message based to address each point. Each 4-H cover letter will have four required objectives to be scored. Here are some examples:

GENERAL STATE & REGIONAL EVENT LEADERSHIP ROLES

- Explain your 4-H leadership experience.
- Why do you want to be a _____ leader?
- What has been your involvement with this event in the past?
- What do you hope to learn from this leadership role?

UTAH 4-H HORSE PROJECT COVER LETTER OBJECTIVES

- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved.
- Describe your 4-H leadership experiences and how you have grown as a person.
- Provide details on the impacts of 4-H community service and how these experiences have affected your community.
- Explain how your involvement in the Utah 4-H horse project has impacted your life and challenged you to grow and push yourself outside of your comfort zone.

UTAH 4-H JUNIOR LIVESTOCK COVER LETTER OBJECTIVES

- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved
- Describe your 4-H leadership experiences and how you have grown as a person
- Provide details on the impacts of 4-H community service and how these experiences have affected your community
- Explain how your involvement in the Utah 4-H junior livestock project has impacted your life and challenged you to grow and push yourself outside of your comfort zone

UTAH 4-H STATE TURKEY SHOW COVER LETTER OBJECTIVES

- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved
- Describe your 4-H leadership experiences and how you have grown as a person
- Provide details on the impacts of 4-H community service and how these experiences have affected your community
- Explain how your involvement in the Utah 4-H State Turkey project has impacted your life and challenged you to grow and push yourself outside of your comfort zone

4-H Portfolio - Cover Letter Objectives Continued

COUNTY YEAR-END AWARDS

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

STATE 4-H PORTFOLIO CONTEST

- 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?

4-H STATE AMBASSADOR

- Why do you want to be a 4-H State Ambassador?
- How do you plan to serve your community and 4-H as an Ambassador?
- What skills do you bring to the 4-H State Ambassador team?
- What have you done in the past to be an Ambassador for 4-H (with legislators, community leaders, funders or the general public)?

4-H Scholarship Cover Letter Objectives

BECKY MITCHELL 4-H SCHOLARSHIP

- Describe how your 4-H Volunteer Leader influenced your life.
- Why is volunteering important?
- How have you volunteered in 4-H?
- How will you donate your time in the future?

GARDNER - ELLIS SCHOLARSHIP

- Explain how you became involved with 4-H.
- Describe your 4-H experience.
- Describe how your 4-H experience has influenced your life.
- Explain how you will continue to be involved with 4-H.

FERN SHIPLEY KELLEY SCHOLARSHIP

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe how your overall 4-H experience has influenced your life.

AMY KEARSLEY MERIT SCHOLARSHIP

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe your 4-H projects related to Agriculture.

COUNTY SCHOLARSHIPS

- 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 you comfort zone.

4-H PORTFOLIO RUBRIC

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



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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						