



## 2024 4-H National Congress Application

The focus of 4-H National Congress is leadership development, citizenship, global awareness and inclusion. You will travel to Atlanta with your 4-H youth delegates, and two adult advisors that will support you during the experience.

**4-H National Congress, in Atlanta Georgia, November 29- December 3rd, 2024**

### 2024 Application Timeline

June 2024	Prepare your application packet <ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover letter</li> <li>• Letter of reference</li> <li>• 2-3 minute creative video</li> </ul>	Get support from your Program Manager, club leader or teen advisor to create a strong application packet.  Research the opportunity on the internet, or “interview” peers that have attended in the past to tell you about their experience.
July 1, 2024	Application Due	Email packet to: <a href="mailto:Kristen.Lyons@unh.edu">Kristen.Lyons@unh.edu</a>
July 29-August 2, 2024	Interviews with trip chaperones and Kristen Landau	via ZOOM
Beginning of August	Notified of trip award	via email
September 1, 2024	Family financial contribution due to the 4-H State Office	129 Main St. Kendall Hall Rm 313 Durham, NH 03824
November 2024	National Congress Team Orientation	via ZOOM

*There is a \$300 Family Contribution required for all National Award trip attendees but this is not intended to be a barrier for participation. Please contact 4-H Administrative Assistant [Emily.Pincince@unh.edu](mailto:Emily.Pincince@unh.edu) should this fee present a challenge.*



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### Application Process for 4-H National Congress

- Application submitted by email to 4-H Teen Leadership Field Specialist by **July 1, 2024**
- (1) professional recommendation required
- Candidates will be selected by the Teen Leadership Field Specialist and chaperone team
- Preference will be given to applicants that have taken active leadership roles at the county or state level, especially in Teen Conference Commission.
- To learn more about National 4-H Congress visit their [website](#) or [Facebook Page](#)

### Criteria To Apply for 4-H National Congress

- Must have attended at least (1) Teen Conference OR (1) NH Teen Leadership Retreat
- Must be between the ages of 14-18 years old
- Must plan on being a part of the NH Teen Leadership Program for the 2024-2025 year (County Teen Leadership, Teen Conference Commissioner, 4-H Community Ambassador, 4-H STEM Ambassador, 4-H Ag-Ambassador or other similar leadership roles).

### Creating Your Video for the Application

- Although it is the Extension team viewing your video, and some of us may know you, please present as if this is the first time we are learning about who you are. Use the prompts below to help guide your video:
  - Introduce yourself and give us some insight into your 4-H journey so far.
  - What about National Congress is interesting to you?
  - If you could design one workshop that would feed your 4-H spark, what would the workshop be, what materials would the presenters need, and what would you hope your peers learned from it?
- Be creative so we get to know bits about you!
- Your video should be 2-3 minutes long.

## NH 4-H National Congress Application Checklist

*The information in this document is adapted from the University of New Hampshire Career and Professional Success (CaPS) website. Please visit for additional resources. [www.unh.edu/career/students](http://www.unh.edu/career/students)  
University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.  
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.*



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Please submit this document, (1) professional letter of reference, cover letter, resume and video to [Kristen.Lyons@unh.edu](mailto:Kristen.Lyons@unh.edu) by **July 1, 2024**. Upon receipt of your application packet you will be offered a choice of interview times to take place virtually in late August.

Name \_\_\_\_\_

County \_\_\_\_\_

Current Age \_\_\_\_\_

- Applicant checklist (this form)
- Letter of recommendation
- Cover letter (1-1 ½ pages)
- Resume (up to 2 pages)
- 2-3 minute video, submitted via google drive “sharable” link.

### Please read and sign below:

I understand the role of a New Hampshire delegate, and if selected, I will be curious, kind and brave.

\_\_\_\_\_  
4-H Member Signature

\_\_\_\_\_  
Date

I have read the criteria above and I will support my child in completing their role if selected.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I support the application of the above candidate. I certify that the 4-H member has played an active role and has demonstrated the capacity to perform at the national level.

\_\_\_\_\_  
County 4-H Program Manager

\_\_\_\_\_  
Date

## Cover Letter and Resume Information Packet

### Cover Letter



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A cover letter emphasizes your interest in a specific opportunity while your resume provides the who, what, when, and where. Your cover letter provides the why, showcasing how your background matches the needs of the organization. Professional cover letters are not long; generally three paragraphs is the recommended length. For the purposes of 4-H, your cover letter can be slightly longer to incorporate your 4-H story. The cover letter should be no longer than 1 ½ pages.

Create individual cover letters for specific award opportunities, your 4-H National Congress cover letter should illustrate that you have researched the conference. The cover letter is the place to use examples of life experiences that highlight why you are a great fit for the award experience. Keep in mind personal information can help you stand out, but you do not want to tell someone your entire life story. *Sample cover letters:* [www.unh.edu/career/sample-cover-letters](http://www.unh.edu/career/sample-cover-letters)

### Presentation

- Use simple, direct language and correct grammar.
- Letters should be flawless - no typos or spelling errors.
- Do not rely on your computer software to proofread, as word substitutions can occur.
- Single-space and use business letter format (add your heading, the date, who it's going to, etc.).
- If printed, use high-quality, white or off-white paper that matches your resume paper.
- Online/email submission, save and send as a PDF.

### Cover Letter Outline

#### First Paragraph

- State why you are contacting the organization (4-H).
- Indicate the opportunity you are applying for and how you learned of it.
- Include a brief sentence that describes your area of interest.

#### Middle Paragraph

- Describe how your experience, personal skills and goals make you a good match.
- Be specific, offering proof of your experiences and clearly describe how you will share what you learn at the national event with NH 4-H'ers when you return.
- Outline one or two specific examples of how your skills and experiences will be used to positively represent NH at this national event.
- Show genuine enthusiasm and knowledge to set you apart from other applicants.

#### Final Paragraph

- Thank the reader for considering your application.
- Say what you'll be doing to follow up on your letter.

### Resume

Your resume is a targeted marketing tool that highlights your skills, education, experience, and accomplishments for a particular award, position, or organization. [Use this template to get started.](#)



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### What you need to know

- In the professional world, employers take around 20 seconds to review a resume!
- Bullet your descriptions to include accomplishments and skills
- Show leadership and initiative, not just participation when possible
- Tailor the experiences and skills for each specific opportunity you are applying for

### Presentation

- Your resume should be no more than two pages (one sheet, double sided)
- Proofread to confirm formatting is consistent and verb tenses match the experience
  - Ex. Current experience: use present tense (organize, correspond, etc.)
  - Previous experience: use past tense (organized, corresponded, etc.)

### Resume Structure

#### Your Information

- Name, address, phone number, and email

#### Education

- Name of school, city, state, anticipated month and year of graduation
- Include applicable honors, awards, special projects and relevant coursework
- Include your GPA if it is above average or better (3.0 or higher)

#### Experience

- Place experiences most relevant to your application under a heading such as “Related Experience”
- You don’t need to have separate sections for paid and unpaid experiences, so include related 4-H activities, internships, class projects, research, or volunteer experiences
- Unrelated experiences, such as summer jobs, can appear under a heading like “Additional Experience”
- List in reverse chronological order (with the most recent experience first)
- Other headings to consider include: 4-H Experience, Leadership, Technical Skills, Licenses and Certifications, Languages (only if advanced/fluent), Community Service, Memberships

## Resume and Cover Letter Cheat Sheet

When you are emailing the search committee your application packet, the body of your email is gracious and states what is attached in the email. For example:

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*Dear Search Committee,*

*I am grateful for the opportunity to apply for 4-H National Congress. Please find my letter of reference, cover letter, resume and video link attached to this email. If you need anything further please reach out to me directly.*

*Sincerely,*

*Your First and Last Name*

The following list can be customized with your unique experiences and skill set in your cover letter and resume.

### **Leadership**

- Exhibit self-motivation and a positive attitude
- Encourage effective teamwork with people from diverse backgrounds
- Design and implement plans of action
- Set goals and follow through
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Identify critical issues quickly and accurately
- Use integrity in decision-making

### **Creativity**

- Solve problems creatively, logically, and practically
- Write interesting and clear articles, reports, etc.
- Design culturally sensitive activities to engage participants
- Demonstrate convincing public speaking or acting skills

### **Interpersonal Communications**

- Exercise "give and take" to achieve group results
- Display understanding of, and respect for, people from diverse backgrounds
- Understand and work within the group culture
- Listen actively and attentively
- Delegates tasks and responsibilities