



2025 4-H National Conference Application

Deemed “the Secretary’s Conference,” 4-H National Conference is the flagship youth development opportunity of the USDA. The Conference brings together youth, volunteer leaders, county and state Extension staff, Land-grant University faculty and administrators, as well as state and federal government officials from across the United States and its Territories. During the Conference, delegates will become familiar with the United States government, future career opportunities and share their voice with federal agencies and congressional committees.

4-H National Conference, in Arlington, VA, April 2025

2025 Application Timeline

September 2024	Prepare your application packet <ul style="list-style-type: none"> • Resume • Cover letter • Letter of Recommendation • 2-4 minute video 	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.
October 1, 2024	Application Due	Email packet to: Kristen.Lyons@unh.edu
November 4-8, 2024	Interviews with trip chaperones and Kristen Landau	via ZOOM
End of November	Notified of trip award	via email
January 1, 2025	Family financial contribution due to the 4-H State Office	129 Main St. Kendall Hall Rm 313 Durham, NH 03824
March 2025	National Conference 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 should this fee present a challenge.



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Application Process for 4-H National Conference

- Application submitted by email to 4-H Teen Leadership Field Specialist by **October 1, 2024**
- (1) professional recommendation required
- Candidates will be selected by the 4-H 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 as 4-H Community Ambassadors.
- To learn more about National 4-H Conference visit their [website](#)

Criteria To Apply for 4-H National Conference

- Must have attended at least (1) Teen Conference or (1) NH Teen Leadership Retreat
- Must be between the ages of 15-18 years old.
- Must plan on being a part of the NH Teen Leadership Program for the 2024-2025 year (County Teen Leadership, 4-H Community Ambassador, 4-H STEM Ambassador, 4-H Ag-Ambassador or other similar leadership roles).
- Priority will be given to current 4-H Community Ambassadors

Creating Your Video for the Application

- Although it is the Extension team viewing your video, we want you to present as if you are making a pitch to a Federal Agency of your choice with the following prompts:
 - Name an issue you are passionate about, and which Federal Agency it is associated with.
 - Why is this issue important to you? Why is it important on the national level? On the local level?
 - How would you convince the adults that youth-voice is important to creating a solution?
- Dress in business attire, as if you are pitching to the actual Federal Agency.
- Your video should be 2-3 minutes long; use the “Anatomy of an Elevator Pitch” to help guide you.



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anatomy of a 1-min Pitch

10s
Intro

Introduce yourself; mention title/role, team, and division/group. Keep this brief. It's tempting to talk more about yourself, but it won't add more value to the pitch. Focus on only what's relevant to your problem/solution.

Introduce a problem you have identified, internal or external to your organization. Mention who experiences the problem, what their pain points are, and how it impacts them.

15s

Problem

25s
Solution

Introduce your proposed solution. Address only the problem identified, no more, no less. Briefly describe how you hypothesize your solution will solve the problem, initially.

This is where you make your ask. Every good pitch has a specific ask. Describe a specific person, resource, skill, or action you need to develop your solution. What will your call-to-action be?

10s

Ask



2025 4-H National Conference Application NH 4-H National Conference Application Checklist

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

Name _____

County _____

Current Age _____

- Applicant checklist (this form)
- Letter of recommendation
- Cover letter (1-1 ½ pages)
- Resume (up to 2 pages)
- 2-4 minute elevator pitch video, as a google drive 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



2025 4-H National Conference Application Cover Letter and Resume Information Packet

Cover Letter

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. The cover letter should be no longer than 1 ½ pages.

Create individual cover letters for specific award opportunities, your **4-H National Conference 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

Presentation

- Use simple, direct language and correct grammar
- Letters should be flawless - no typos or spelling errors
- 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 for the opportunity
- 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



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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.](#)

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



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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:

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