

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



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-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.

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



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.

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



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.

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



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.

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



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.

SENIOR

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 four county 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

SENIOR APPLICATION

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

Name: _____
Last First Middle Date

Phone # _____

Address: _____
Number and Street

City, State and Zip Code

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

Date Available: _____ Desired Salary: _____

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 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. _____

EDUCATION:

High School: _____
Name of School

City, State and Zip Code

College: _____
Name of School

City, State and Zip Code

PROFESSIONAL HISTORY

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

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 # _____

May we contact your previous supervisor for a reference? YES NO

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 # _____

May we contact your previous supervisor for a reference? YES NO

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 # _____

May we contact your previous supervisor for a reference? YES NO

Reason for Leaving: _____

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

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