

# MY 4-H SPARK Contest Guidelines & Information



**Purpose:** The purpose of this contest is to prepare our 4-H members, 13 years of age and older, for potential job and career readiness opportunities. Additionally, this will give the 4-H member an opportunity to tell their story as related to a 4-H project. This contest focuses on the current 4-H year work (October – January).

A workshop was held at the 4-H Officer Training & Family Event to provide an intro to this contest.

**Cover Letter:** The cover letter will be composed of three parts: introduction, body, and conclusion.

## Introduction

- State what 4-H project you are focusing on and why you are writing the letter.
- Briefly introduce yourself.

## Body

- Briefly summarize project goals and work. This includes, but is not limited to, goals, skills developed, and knowledge gained.
- Explain your project leadership and citizenship experiences and how you have grown as a person.
- Describe project experiences and how they relate to your future education and /or career goals.

## Conclusion

- Thank the reader for considering your application.
- Summarize why you are an ideal candidate for something related to this project field.

The format for the cover letter should be formatted as follows:

- |   |  |
|---|--|
| - Use business letter format                    | - Include a signature block and sign your letter |
| - Limited to 1 page                             | - Letter should be address to:                   |
| - Must use at least 11-point font size          | Central Kansas District Project Review           |
| - Single-space                                  | Committee  |
| - Grammatically correct with no spelling errors | 2218 Scanlan Ave                                 |
|   | Salina, KS 67401                                 |

**Résumé:** With the résumé, 4-H members are encouraged to be creative and design their own template, style, etc. Simple and direct language should be used with no spelling errors and correct grammar used. Member should strive for readability; the spacing is up to the 4-H member. The résumé is limited to 2 pages and participants must use at least 11-point font size.

Sections for the resume:

- |  |                                      |
|--|--------------------------------------|
| - Header with name and contact information | - Citizenship / community engagement |
| - Personal objective statement             | - Life skills / career readiness     |
| - Project mastery                          | - Recognition                        |
| - Leadership experience                    | - Non-4-H project related experience |

**Interview:** The interview will be scheduled during 4-H Club Day and will last for 5-10 minutes. During this interview, the 4-H member will be able to tell their story as related to the specific 4-H project they completed their cover letter and résumé on.