



# National FFA Resume Generator

An Interactive Guide  
Montana FFA Foundation  
January 2017



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## Getting Started

1. Get started by logging into your account on FFA.org.

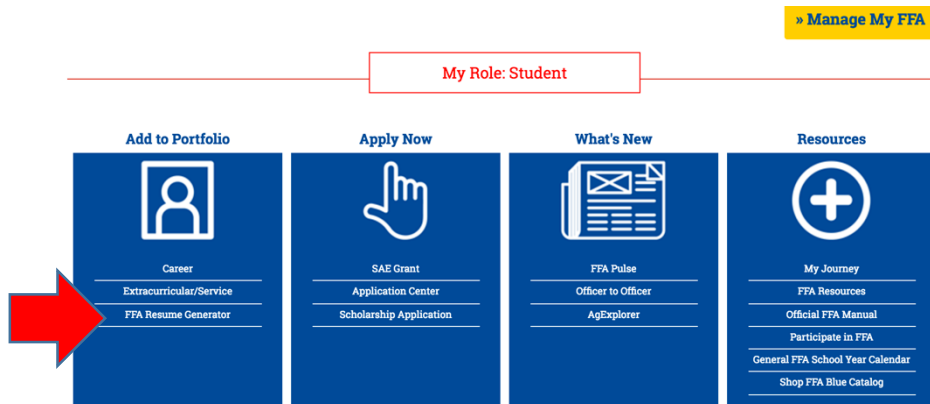
The screenshot shows the FFA.org homepage. A red circle highlights the "My FFA Registration and Login" link in the top right navigation bar. Below the navigation bar, the FFA logo and "NATIONAL FFA ORGANIZATION" are on the left, and the tagline "WE BELIEVE IN THE FUTURE OF AGRICULTURE." is on the right. A navigation menu includes links for ABOUT, JOIN, PARTICIPATE, SUPPORT, DONATE, and SHOP. Below this is a "MY FFA LOGIN" section with a login form. A red arrow points to the "Sign In" button. The form includes fields for "User name" and "Password", a "Sign In" button, and links for "Forgot username?", "Forgot password?", and "Still having trouble? Email loginhelp@FFA.org". To the right of the login form is a "Start Here" button and a message: "New to the FFA online experience? Register today to enjoy all the benefits of the FFA online experience. Click the 'start here' button below to begin the process."

2. After logging in, go to your student ToolBox,

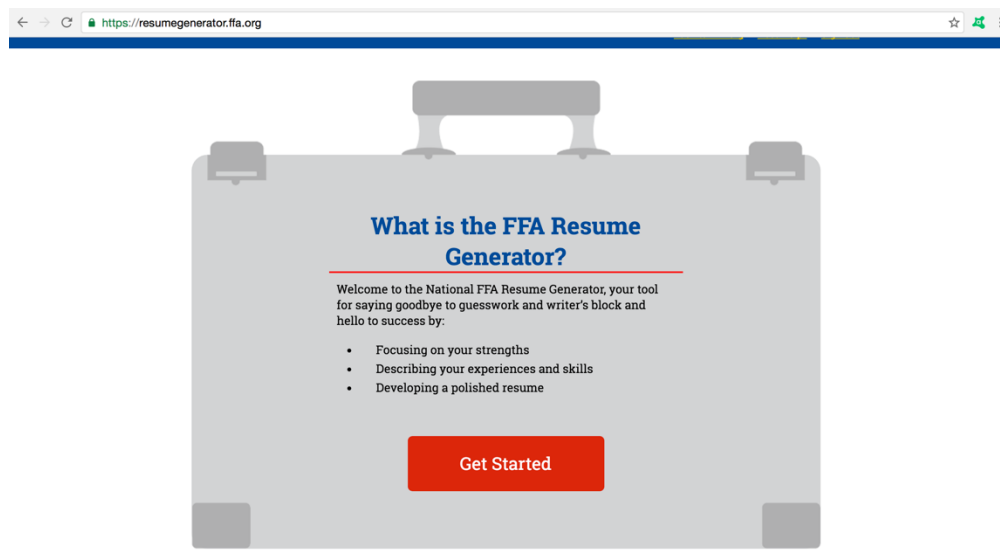
The top screenshot shows the FFA.org dashboard after login. A red arrow points to the "Open your FFA Dashboard" link in the top right navigation bar. The dashboard includes a "Welcome" message, a "Sign Out" link, and the FFA logo. Below the navigation bar is a "MY FFA DASHBOARD" section. On the left is a "MY ACCOUNT" sidebar with links for "My Toolbox - Alumni", "My Toolbox - Student" (highlighted with a red arrow), and "User Profile". In the center is a "MY MEMBER LINKS" section with links for "Scholarship Application", "My Journey", "Give The Gift Of Blue", "Resources", "FFA Pulse", "Registration Information", "Officer 2 Officer", and "New Visions". On the right is a "FFA PULSE" section with the text "Get FFA News in your inbox!". A security notice at the top right reads: "For security purposes, sign out and close your browser to end your session."



- From your Toolbox, scroll down and under Add to Portfolio select the FFA Resume Generator.



- In the Generator, click on Get Started.





## Personal Information

After clicking “Get Started” the program will ask you a series of questions. Starting with your personal information.

Question 1 of 21

**TO DO LIST**

- ☐ Personal Information
- ☐ Address
- ☐ Education
- ☐ Paid Work Experience
- ☐ Unpaid Work Experience
- ☐ Community Service
- ☐ FFA Membership
- ☐ FFA Leadership
- ☐ FFA Committees
- ☐ FFA Activities
- ☐ School and Extracurricular Activities
- ☐ Other Leadership Experience
- ☐ Agriculture Classes
- ☐ Other Classes
- ☐ Awards and Honors
- ☐ Certifications
- ☐ Skills
- ☐ Additional Skills
- ☐ References
- ☐ Summary
- ☐ Export Resume

**Personal Information**

Name:

Email Address:

Main Phone Number: Alternate Phone Number:

Is this information correct?

Yes No

Go Back

**Tip**

Make sure this information is up to date so potential employers can contact you.

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## Education

After having entered your Personal Information, it will ask for your education. You can enter all the high schools you have attended, or even if you have taken any college courses you will have an opportunity to add those in as well.

## Work Experience

Following the education section, it will ask for your paid and your unpaid work experience.

Question 4 of 21

**TO DO LIST**

- ☒ Personal Information
- ☒ Address
- ☒ Education
- ☐ Paid Work Experience
- ☐ Unpaid Work Experience
- ☐ Community Service
- ☐ FFA Membership
- ☐ FFA Leadership
- ☐ FFA Committees
- ☐ FFA Activities
- ☐ School and Extracurricular Activities
- ☐ Other Leadership Experience
- ☐ Agriculture Classes
- ☐ Other Classes
- ☐ Awards and Honors
- ☐ Certifications
- ☐ Skills
- ☐ Additional Skills
- ☐ References
- ☐ Summary
- ☐ Export Resume

**Paid Work Experience**

\*Company Name:

Smith Farms

\*Job Title:

Farm Hand

Is this an SAE project?

\* Yes No

Street Address 1:

100 John Deere Lane

Street Address 2:

Street Address 3:

\*City:

Miles City

\*State:

Montana

Zip Code:

59001

\*Start Date:

May 2015

End Date:

August 2015

Save Cancel

\*This field is required to continue. If this field remains blank, this entry will not be printed on your resume.

**Tip**

If you don't have an official job title, create a title that describes your role. (Ex: Washed Dishes = Food Service Assistant)



## Tasks

After you add who/ where you worked for, what tasks did you perform in your job? This word bank offers choices of good verbs to add into your resume. You can add as many tasks as you see fit, the more the better!

- This allows you to say more about what you did in a lawn mowing business than just mowing lawns. In order to run this business, you need to **communicate** with customers, **organize** a schedule, and maybe even **manage** other “employees” like your siblings that help you in completing the tasks.

Question 4 of 21

**TO DO LIST**

- ☒ Personal Information
- ☒ Address
- ☒ Education
- ☐ Paid Work Experience
- ☐ Unpaid Work Experience
- ☐ Community Service
- ☐ FFA Membership
- ☐ FFA Leadership
- ☐ FFA Committees
- ☐ FFA Activities
- ☐ School and Extracurricular
- ☐ Activities
- ☐ Other Leadership Experience
- ☐ Agriculture Classes
- ☐ Other Classes
- ☐ Awards and Honors
- ☐ Certifications
- ☐ Skills
- ☐ Additional Skills
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- ☐ Export Resume

### Tasks

**How-To**  
Describe your tasks with a one line statement, beginning with an action word.

**Step 1:** What verb (action word) best describes tasks and activities you do/did on a regular basis? If you need help use the words provided below.

**Step 2:** Click on a word to add it to the text box. If you want to use a verb that is not listed skip to Step 3.

a. Double click the word if this is a task you did in the past.

Communication and Creative Actions \_\_\_\_\_

[Communicate](#) [Create](#) [Establish](#) [Improve](#) [Present](#)

Data/Research Actions \_\_\_\_\_

[Collect](#) [Discover](#) [Evaluate](#) [Obtain](#) [Research](#)

Helping/Teaching Actions \_\_\_\_\_

[Assist](#) [Coach](#) [Participate](#) [Perform](#) [Tutor](#)

Management/Leadership Actions \_\_\_\_\_

[Coordinate](#) [Delegate](#) [Manage](#) [Organize](#) [Plan](#)

**Step 3:** Create a sentence in the text box to describe how you demonstrated the action.

Example: **Participated** in the Fight Hunger Now! Challenge at National FFA Convention.

\*Task Description:

Save
Cancel

\*This field is required to continue.  
 †If this field remains blank, this entry will not be printed on your resume.

- There will be an option to also add your unpaid jobs. These can be working on the Family farm/ranch, labor exchange, unpaid internships, or even job shadowing.



## Community Service

As FFA members, you likely participate in a multitude of Community Service Projects. In the Community Service tab, you are able to include all of the responsibilities you had in the project similar to the Work Experience tab.

Question 6 of 21

**TO DO LIST**

- ☒ Personal Information
- ☒ Address
- ☒ Education
- ☒ Paid Work Experience
- ☒ Unpaid Work Experience
- ☐ **Community Service**
- ☐ FFA Membership
- ☐ FFA Leadership
- ☐ FFA Committees
- ☐ FFA Activities
- ☐ School and Extracurricular Activities
- ☐ Other Leadership Experience
- ☐ Agriculture Classes
- ☐ Other Classes
- ☐ Awards and Honors
- ☐ Certifications
- ☐ Skills
- ☐ Additional Skills
- ☐ References
- ☐ Summary
- ☐ Export Resume

Community Service

**Tip**  
This could include working at a soup kitchen, a church, or Big Brother/Big Sister.

**Have you participated in a community service project or activity?**

## FFA Experience

Now onto what you know best, FFA. You are able to enter in all of your membership, leadership, committees, and activities you have participated in as a member. Be sure to include all contests, degrees, offices, and everything you've done in your chapter.

## School and Extracurricular Activities

After chapter activities is school and extracurricular activities. These can be sports, other clubs and anything you may have participated in during high school.

## Other Leadership Experience

In the "Other Leadership Experience" you can put other offices in which you served or groups you have lead. Maybe you helped to teach Sunday School at your church, served as a 4-H club officer or County Ambassador. This tab reflects that you can be both involved in FFA and community activities.



## Agriculture Classes

We all know that to be a member in FFA, you have to enroll in at least one semester of agricultural education. So in the “Agriculture Classes” section you are able to add all the agriculture courses you have completed or are in the process of completing. You are also able to add responsibilities like the other sections with the word bank. Did you and a group **collaborate** to complete a shop project? Did you **tutor** younger students on a subject? Did you learn how to **debate** an Agriculture issue? Did you **present** a lesson to the class on a breed of cattle? Here is where to put all the things you learned in your ag class.

**How-To**

Describe your tasks with a one line statement, beginning with an action word.

### Tasks

**Step 1:** What verb (action word) best describes tasks and activities you do/did on a regular basis? If you need help use the words provided below.

**Step 2:** Click on a word to add it to the text box. If you want to use a verb that is not listed skip to Step 3.

a. Double click the word if this is a task you did in the past.

Application Actions \_\_\_\_\_

[Demonstrate](#) [Explain](#) [Perform](#) [Practice](#) [Produce](#)

Analysis Actions \_\_\_\_\_

[Analyze](#) [Debate](#) [Examine](#) [Research](#) [Tutor](#)

Evaluation Actions \_\_\_\_\_

[Assess](#) [Evaluate](#) [Persuade](#) [Present](#) [Summarize](#)

Creative Actions \_\_\_\_\_

[Apply](#) [Collaborate](#) [Create](#) [Design](#) [Write](#)

**Step 3:** Create a sentence in the text box to describe how you demonstrated the action.

Example: **Designed** a landscape plan for the local community center.

\*Task Description:

Save

Cancel

\*This field is required to continue.  
 †If this field remains blank, this entry will not be printed on your resume.

## Other Classes

After you enter all of your experiences in Ag class, then you will have the opportunity to enter other classes you have taken. These can be difficult classes, other technical education classes like auto mechanics, home economics, business, and welding courses. This tabs again offers the opportunity to add the tasks that you learned through your coursework.





## Awards and Honors

In the awards and honors section, things you can include are:

- Student of the Month
- Athlete of the Week
- Honor Roll
- National Honors Society
- MVP type awards
- Music Festival Awards

## Certifications

Possible Certifications include, but are not limited to:

- Certified Nurse's Assistant
- CPR
- Lifeguard
- Water Safety Instructor

## Skills

The skills section is one that some may overlook in creating a resume on their own. This portion allows you to choose up to 6 traits that best describe you. If you choose more than 6 the generator will not let you continue. Remember what is important toward the job you are seeking. What are your communication skills? Do you know special mechanical skills that will make you qualified to complete a task or job? Do you know how to use the Microsoft Suite programs? Did you learn how to manage conflict within your chapter? Keep it relevant to the job in which you seek.

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**TO DO LIST**

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- Additional Skills
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**Skills**

**ACTION**

- Project planning
- Identifying resources
- Detail-oriented

**VISION**

- Persuasion
- Innovation
- Strategic thinking

**AWARENESS**

- Open-minded
- Safety-conscious
- Customer service

**PHYSICAL GROWTH**

- Ability to lift over 50 lb.
- Ability to stand for extended periods
- Goal-oriented

**PROFESSIONAL GROWTH**

- Microsoft Office Suite
- Adobe Creative Suite
- Record keeping

**EMOTIONAL GROWTH**

- Positive attitude
- Self-reliant
- Stress management

**COMMUNICATIONS**

- Public speaking
- Telephone service
- Business and technical writing

**FLEXIBILITY & ADAPTABILITY**

- Adapting to new technology
- Implementing new

**RELATIONSHIPS**

- Collaboration
- Conflict management
- Active listening

**CHARACTER**

- Meeting deadlines
- Responsibility
- Trustworthiness

**CONTINUOUS IMPROVEMENT**

- Goal-oriented
- Coachable
- Learner

**SOCIAL GROWTH**

- Social media networking
- Fluent in foreign language
- Etiquette awareness

**MENTAL GROWTH**

- Critical thinking
- Creative thinking
- Learner

**SPIRITUAL GROWTH**

- Courteous in conversation
- Values-oriented
- Respectful of others' opinions

**DECISION MAKING**

- Budgeting
- Data research
- Problem solving

**TECHNICAL & FUNCTIONAL SKILLS IN AGRICULTURE**

- Machinery operations

**How-To**

Choose up to 6 skills which describe you the best and that you demonstrate on a regular basis.

## Additional Skills

The additional skills tab is to include any skills that may not have been listed on the skills page or other skills that you find important that you possess.

## References

Many employers ask for references to check on your background and what you like to work with. Employers usually prefer references not be a family member. But some great examples of references would be teachers, Ag advisors, Extension Agents, previous bosses, pastors, and really any adult who you have worked with before. Two to three references is usually a great number unless specified by the employer.

- It is also best when asked for an address or phone number to include their office number or cell phone rather than a home phone and address.



## Summary

Not only will the Summary allow you to see all of the jobs, education, and other sections that you have completed, it allows you to choose which skills you would like to be on your resume at the end. You can uncheck the boxes to omit the item from the resume.

- As you will notice there is an objective line. This box is an opportunity to add a personalized twist to your resume in order for it to be tailored to the job in which you are applying. For example, if you were applying for an internship a possible objective would read, "I am seeking an internship in an Ag focused company that is both challenging and rewarding." Something very general about the job is appropriate while still adding that personal touch to separate it from a general resume.

**Summary**

In the area below:

- Any items that are checked will appear on your resume unless it says "incomplete."
- If an item is incomplete, go back to the appropriate section and complete it.
- If your resume is longer than two pages, uncheck older and/or repeated skills.

Objective

Leave blank to omit objective

**Education**

- ☒ Custer County District High School
- ☒ Montana State University

**Experience, Leadership, and Classes**

- ☒ Smith Farms
- ☒ Smith Farms
- ☒ Keep Town Beautiful
- ☒ Chapter Reporter
- ☒ Chapter Parliamentarian
- ☒ Montana FFA State 1st Vice President
- ☒ Go Western Day Rodeo Sponsorship/Awards
- ☒ Custer County 4-H
- ☒ Into to Ag
- ☒ MicroComputers

**FFA Activities**

## Export Resume

One of the coolest features about the National FFA Resume Generator is that you are able to choose a variety of resume types and options to export your resume from ffa.org. You can even choose Microsoft Word 2003 and a PDF file. If you happen to want to change anything on your resume, you can simply click on any of the sections you would like to edit and you can change, add, or delete previous entries.



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**TO DO LIST**

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- ☒ Other Leadership Experience
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- ☒ Other Classes
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- ☒ Certifications
- ☒ Skills
- ☒ Additional Skills
- ☒ References
- ☒ Summary
- ☒ **Export Resume**

### Export Resume

**Resume Type**

- ☐ Chronological Resume
- ☐ FFA Focused Resume

**Resume File Format**

- ☐ OpenDocument Format (Apache OpenOffice)
- ☐ Open Office XML (Microsoft Word 2007)
- ☐ Microsoft Word 2003
- ☐ Plain Text
- ☐ PDF

**Export**

**How-To**

Choose the resume type and document format you wish to use, then click "Export" to generate your resume!

### Additional Information

Now that you have created a resume and you would like more information, check us out.

- Watch MontanaFFA.org for updates in the Mentorship Connect Section
  - Internship/ Job Posting
  - More Resources
- Follow us on Facebook and Pinterest @ Montana FFA Foundation
  - Our Pinterest Includes topics like:
    - "Ag-vocate"
    - FFA & Leadership Ideas
    - Communication
    - Resume Development

If you have any questions email the Foundation Staff at [foundation@montanaffa.org](mailto:foundation@montanaffa.org) or call the office at 406-582-1900.