

COVER LETTER OUTLINE

Date (that you are mailing it in)

(Note: Use a font size no smaller than 11 pt. and no larger than 12 pt.)

Iowa County 4-H Program
UW-Extension Iowa County
303 W. Chapel St. Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

FIRST PARAGRAPH: What are you sending and why are you sending it? Include a listing of the travel experiences, awards, and/or scholarships for which you want to be considered (ie: Space Camp, Key Award, Adult Leaders Scholarship).

MIDDLE PARAGRAPH(S): This is the “why me?” paragraph(s). Explain in no more than two paragraphs why you are well qualified to represent Iowa County 4-H. Also share why you are interested in receiving this experience/award/scholarship. Give examples to help explain your statements.

FINAL PARAGRAPH: Close the letter. Thank the committee for considering your application.

Sincerely,

Type your name here, as you will sign it above!
(Don't forget to sign your letter!)

IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample on the next page!

SAMPLE COVER LETTER

October 10, 2023

Iowa County 4-H Program
UW-Extension Iowa County
303 W. Chapel St. Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for 4-H Summer Academy.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including 4-H Officer Training and 4-H Project Day has made me interested in attending 4-H Summer Academy.

Last year I became involved as a county Cloverbud project youth leader. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. If I got to attend I would do a good job representing Green County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

Thank you for considering my application. I look forward to speaking with you during the interview.

Sincerely,

Chris Clover (signature hand-written)

Chris Clover

RESUME OUTLINE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL (if applicable)

EDUCATION School name, grade in school

4-H SUMMARY 4-H club name, years in 4-H (please count years as a Cloverbud)
List major projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled. (Prioritize projects if limited in space; quality over quantity)

4-H ACTIVITY INVOLVEMENT Summarize the 4-H activities in which you have participated and the number of years you participated. Include leadership and community service involvement, on the club and county level. (Prioritize activities if limited in space; quality over quantity)

SKILL DEVELOPMENT Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

PERSONAL DEVELOPMENT Translate what you have personally gained as a result of participation in 4-H projects and activities into personal attributes.

OTHER ACTIVITIES In this section, include school activities, work experience, or other community/extracurricular activities and the number of years you participated.

IMPORTANT: Please compose the resume in your own words, not in the exact words from the sample on the next page!

SAMPLE RESUME

CHRIS CLOVER

4hrocks@email.com

Forestville, WI 12345

(608) 444-4444

425 Green Lane

EDUCATION	Forestville High School, 10 th grade
4-H SUMMARY	Lucky Clovers 4-H Club, 6 years Arts & Crafts, Archery, Photography, Sheep, 5 years (current projects) Foods & Nutrition, 3 years Poultry, 2 years
4-H ACTIVITY INVOLVEMENT	<u>Club:</u> Offices held: Reporter, Treasurer, Vice President Fundraising Committee, 2020-2023 Senior Center Community Service Project, 2019-2023 Parade Float Committee, 2018-2022 Window Display Committee, 2018-2020 <u>County:</u> Animal Science Committee, 2021-2023 County Fair Assistant, 2021-2023 4-H Cloverbud Camp Helper, 2021-2022 <u>State:</u> 4-H Fall Forum Delegate, 2023 4-H Art Beat, 2017
SKILL DEVELOPMENT	*Gained knowledge of effective photograph composition *Developed proficient knowledge of sheep nutrition, fitting, and showing *Identified optimum feeding rations for market animals, staying within farm budget and utilizing crops produced *Advanced showmanship skills through workshops and competition experiences *Collected 57 pairs of mittens for community service project *Documented growth and learning in project areas annually through record book *Strengthened organizational skills through arrangement of state art exhibit featuring over 100 pieces of artwork
PERSONAL DEVELOPMENT	*Strengthened communication skills, including spoken and written *Grew as a team player and role model *Exhibited sportsmanship in and out of competitive situations *Organized special events and meetings while paying close attention to detail *Used parliamentary procedure to manage club meetings with over 30 members *Taught groups of up to 10 younger members in sheep, arts & crafts, and archery *Worked with peers, younger members, and adults on multiple committees
ACTIVITIES (outside of 4-H)	*Dish Washer at Tasty Restaurant, 2021-2022 *Community Choir, 2020-2023 *Forestville High School Soccer Team, 2021-2023