Cover Letter – Important points to include in the letter.

DATE Date you are mailing letter

ADDRESS Inside Address (Address of the individual letter)

SALUTATION Greeting to individual receiving letter, followed by colon

PARAGRAPH 1 What are you sending and why are you sending it? Include by outlining your objective (i.e. receive an award or experience)

PARAGRAPHS 2 & 3 This is the “Why me?” paragraph. Explain in no more than two paragraphs why you are uniquely qualified to represent Lafayette County 4-H. Ask yourself what distinguished you from other applicants. Give specific examples to help explain your statements.

FINAL PARAGRAPH Close the letter. Thank the Leaders’ Association for considering your resume and request an interview.

CLOSING Sincerely is the most appropriate closing, followed by a comma

 Signature in black pen; should be legible

NAME Typed name that matches signature

ENCLOSURE Indicate what is included in the envelope with the cover letter

February 2, 2023

Lafayette County 4-H Leaders’ Association

700 Main St. Suite #2

Darlington, WI 53530

Dear 4-H Leaders’ Association:

It is my pleasure to submit my resume, references, and adult recommendation in consideration as a candidate for the Wisconsin Key Award. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Lafayette County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Lafayette County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Lafayette County 4-H Youth Leaders’ Reporter and a 4-H Summer Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well-rounded citizen.

Additionally, serving as a 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I hope to be a Lafayette County recipient of the Wisconsin Key Award as I’ve demonstrated my growth, development, and applicable leadership skills through actively participating in 4-H activities at both the club and county levels. My previous experiences representing Lafayette County, as well as my enthusiasm and my eagerness to share what I’ve learned makes me a great candidate for this award. Thank you for considering my application. Please call me at 555-111-7777 or email me at chris.clover@net.net to schedule an interview. I look forward to discussing my qualifications with you in person.

Sincerely,

Chris Clover

Enc: Resume

 References