

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.
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 Lafayette County Extension for considering your resume and requesting 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

Month Date, Year

UW-Madison Division of Extension
Lafayette County
700 Main St. Suite #2
Darlington, WI 53530

Dear Lafayette County Extension:

It is my pleasure to submit my application, resume, references, and adult recommendation in consideration for the **Wisconsin 4-H Key Award/James W. Crowley Award/Lafayette County Step Into the Future Award**. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Lafayette County 4-H.

“Why Me” (paragraph #1)

“Why Me” (paragraph #2)

In closing, I hope to be a Lafayette County recipient of the Wisconsin 4-H 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: Application
Resume
References
Recommendation