

COVER LETTER SAMPLE

9/23/09

Dear 4-H Recognition Committee,

I read about the award trips offered through 4-H and I am interested in attending the State Youth Conference in Madison. I think the experience would help me become a better leader within my 4-H club and community.

I have been a 4-H member for six years. During those years I explored many projects, learned to organize my work and tried some leadership roles within my club. I feel those skills will help me to get the most out of the State Youth Conference.

If you would award me this trip, I would do my best to represent Vernon County 4-H and will share what I learned with others.

Thank you for your consideration,

Laura Anderson

RESUME SAMPLE

Laura Anderson
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Heart, WI 12345
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Objective:

I would like to represent Vernon County at State Youth Conference in Madison

Education:

Sophomore, Viroqua High School
GPA 3.2
First semester honor roll
Student council member

4-H Experience

Member- 4-H Friends 1999- present
Club president 2008
Lead meetings, arranged guest speakers
Youth Ambassadors
Organized a Super Saturday event
Participated in soap drive
Co-chaired Arts Fest Food Stand
Dairy Project
Exhibited at county and state events
Organized decorations for State Fair
Worked at fitting clinic
Gardening Project
Won Outstanding Garden Project Award
Presented session at Super Saturday
Woodworking Project
Helped build benches for fair grounds

References – Irene Sweet, 4-H Friends Club Leader, 123-4567
Max Factor, neighbor, 233-4445