Guidelines for a 4-H Cover Letter

Date: Current date.

Address to: Be as specific as possible.

Example: Dear 4-H Interview Committee,

Paragraph 1: Identify what it is you are applying for and why.

Example: I am pleased to be considered as a candidate for the 4-H Presidential Tray Award. I have enclosed my 4-H Resume for your review. I have applied to both Clemson University and South Carolina State University. I plan to pursue a degree in Youth Development and someday become a County 4-H Extension Agent.

Paragraph 2: Summarize your key qualifications or experience.

Example: Throughout my ten year career in the Green County 4-H program, I have consistently strove to make the best better. My accomplishments include being a Club Officer, Junior Leader, County Teen Council Officer, Teen Representative to County Council, and National 4-H Conference Delegate and Flag Bearer. These experiences have helped me develop strong organizational, interpersonal, and public speaking skills.

Paragraph 3: Provide a conclusion and your contact information.

Example: Thank you for taking the time to consider me as one of the candidates for the 4-H Presidential Tray Award. To schedule an interview, you may reach me at (111)222-3333 or clover@my.isp. I look forward to hearing from you.

Signatures: Include both a printed and signed version. County agent must also sign.

Example: Sincerely,

Clemson Clover
Clemson Clover

County Extension Agent ________________________________