

## Cover Letter Outline

*(Note: Use a font size no smaller than 11 point and keep it limited to one page.)*

**DATE** (that you are mailing it in)

Racine County 4-H Awards Committee  
1072 Milwaukee Avenue  
Burlington, WI 53105

**Dear 4-H Awards Committee:**

**PARAGRAPH 1:** What are you sending and why are you sending it? Include a listing of the experiences and/or awards for which you want to be considered (ex. Citizenship Washington Focus, Key Award, Honor Court). *If you are listing more than one experience, please indicate what your first choice is.* **NOTE: You will ONLY be considered for experiences listed in your cover letter. However, you will be considered for any of the other awards for which you are eligible.**

**PARAGRAPHS 2 & 3** These paragraphs are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Racine County 4-H at this experience or why you should be the recipient of this award. Ask yourself what distinguishes you from other applicants. **Give examples to help explain your statements.**

**FINAL PARAGRAPH** Close the letter. Be sure to include a sentence stating when you would be available for an interview. You will be contacted to schedule and confirm your interview date and time. Thank the committee for considering your application/resume.

Sincerely,

**Type your name here and sign your name above it**

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