

# **SAMPLE COVER LETTER**

**Susie 4H  
1000 4H Drive  
Eau Claire County, Wisconsin 54444**

September 1, 2016

Sara Novotny  
Eau Claire County UW-Extension Office  
227 First Street West  
Altoona, WI 54720

Dear Ms. Novotny,

This letter is submitted consideration in the Eau Claire County Awards process. I have been a member of the Eau Claire County 4H program since I was in kindergarten. I belong to the Super Duper 4H club and have served as the Sargent at Arms for the last year. In that role I am responsible for keeping order at our club meetings. I also coordinated our drama festival entry for my youth leadership project. Our club performed “Jack and the Beanstalk” and were awarded a Silver Award.

At the County level, I....

At the State level, I...

4H has taught me many skills. I have learned how to be a good public speaker and how to lead a variety of ages. I have also learned to problem solve and try new things. This past year I was especially proud of being selected to attend the State Fair to represent our county in the beef project. My grand champion award is one of my proudest accomplishments for the year.

Thank you for your consideration of my application for one of the County awards.

Sincerely,

Susie 4H