

Sample Cover Letter

August 11, 2014

Burnett County 4-H Leaders' Association
UW-Extension Burnett County
7410 County Road C, #107
Siren, WI 54872

Dear Burnett County 4-H Leaders' Association,

I am applying to be a representative for Burnett County at the Wisconsin State 4-H and Youth Conference. Attending the state conference would help improve my leadership, team building, and communication skills.

During my five years in 4-H, I have been an active member of the 4-H Express Club. Besides attending over 75% of the club meetings, I have held two officer positions. Last year I was Reporter, and I am currently serving as Vice President. During the past two years, I have learned how much work is needed to make our club run smoothly.

I have also participated in many projects in 4-H. Currently, I am a youth leader for the county swine project. I have helped other youth in my club with showing and fitting tips. As a youth leader, I helped at a Super Saturday event featuring livestock. I brought my barrows to demonstrate how to correctly fit a market hog, and I demonstrated showing tips for other youth to use during showmanship.

I will bring the knowledge I gain at State 4-H and Youth Conference back to my club. I will also use the leadership knowledge I gained to help the other youth that participate in the swine project.

I have attached my resume to show my interest in representing Burnett County at the Wisconsin State 4-H and Youth Conference.

Respectfully yours,

(Applicant's signature)

Susie 4-Her