

SAMPLE COVER LETTER #1

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number

Ms. Susan Jones
00 Main Street
Any Town, NH 00000

Dear Ms. Jones:

Over the past nine years, 4-H has helped shape the person that I am today. I am grateful for the opportunities I have received through the 4-H program, whether it was meeting new people as a delegate to NH State Teen Conference or learning valuable life skills such as communication and leadership. Perhaps the greatest gift that 4-H has instilled within me is the confidence and resources to pursue my life goals.

One opportunity I have anticipated over the past few years is completing a 4-H resume and attending National 4-H Congress. National 4-H Congress is a broader experience than any I've ever had, and I believe that it will benefit me in many ways. I hope to gain a national perspective on youth issues and share ideas from my community and state with teens from around the country.

However, my experience at National 4-H Congress is just the beginning. I will share the knowledge from National Congress with everyone I come in contact with. This could be by leading a discussion in my town 4-H club, sharing stories with my 4-H dog club, bringing new ideas to Jr. Leaders, or by simply interacting in a new way, with some national perspective to add to a conversation.

I believe that nine years in the 4-H program have prepared me to be a valuable delegate to the National Congress, and I can't wait to share the experience with others.

Thank you for your consideration.

Sincerely,

Your Signature

Your Name