

COVER LETTER

A Cover Letter is your first impression you will be giving in your portfolio. It is the first thing we will be looking at, so make it a good one.

Your Cover Letter should be in the form of a Business Letter, with complete writer information and signed at the bottom.

Tell us, the 4-H staff, the project area(s) you have participated in, your growth in those areas and the life skills you have practiced. Refer to the Life Skills Model provided for examples.

We encourage you to also include project areas you have chosen not to highlight in your 4-H Experience sheets so we are aware of your total 4-H involvement.

Close with your statement of a trip or award you are interested in and why you would be a good choice for the award or trip chosen.

Be sure and check for grammatical and spelling errors. Don't forget to sign your name in full.

On the back of this sheet see an example of how the letter should be set up.

today's date

your name

your street address

your city, state and zip code

Dear :

body of letter

Sincerely,

your full name