**Columbia County 4-H**

**COVER LETTER OUTLINE**

**DATE**

UW-Extension

4-H Award / Educational Travel Opportunity Selection Committee

℅ Columbia County 4-H

112 E. Edgewater St., Room 212

Portage, WI 53901

**Dear Selection Committee:**

**PARAGRAPH 1:**

Who are you? Provide a 1-3 sentence introduction. Tell the committee that you are sending the application to apply for the opportunity to attend educational travel opportunity or to receive the 4-H Key Award.  **Include by listing or checking off the opportunities for which you want to be considered.**

**PARAGRAPHS 2 - 3**

This is the “why me?” section.  Explain in no more than two paragraphs why you are qualified to represent Columbia County 4-H. Be sure to include what skills you have gained through 4-H and how you will use those skills during the opportunity or when sharing your experiences after you return. In this section, also share why you are interested in attending/receiving the education travel opportunity.  You may also share what you will bring back with you after attending. **Give examples to help explain your statements.**

**FINAL** **PARAGRAPH**

Close the letter.  Thank the committee for considering your application.

**Sincerely,**

**Type Your Name Here As You Will Sign It Above**

(Don’t forget to sign your letter!)