

4-H TRIP / KEY AWARD APPLICATION

**Preferably all materials due February 15
but late submissions may be considered.
Interviews to be determined.**



This packet contains:

- Page 1: Overview
- Page 2: Tips for Creating Your Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Cover Letter Sample
- Page 5: Resume Outline (*Not needed for 6th grade*)
- Page 6: Resume Sample (*Not needed for 6th grade*)
- Page 7: Two Adult Recommendation (Include a stamped, addressed envelope)

DUE TO THE EXTENSION OFFICE BY FEBRUARY 15:

Cover Letter (Remember to state which experience you are interested in attending.)

Resume (*Not needed for 6th grade or younger*)

Two Completed Recommendations (Have theses returned to the Extension office in the stamped, addressed envelope you provide or can be submitted electronically.)

Please note completion of the previous year's record book is required for P/L Federation funding. If you did not complete one then do so now.

If you have any questions regarding resumes, cover letters or any part of what is expected, call the Sky Holt at (715) 672-5214 or e-mail sky.holt@wisc.edu.

NOTE ON TRIP COSTS: The chart shows the approximate costs for each trip. This could vary. The Pepin County 4-H Parent/ Leader Federation may assist in the funding of these trips. The amount of assistance is dependent on number of applications and the treasury funds available. There are not set amounts of assistance established as of yet. If a youth is participating in a trip or State Team for the second time, the 4-H Leaders will not provide funding support. Some 4-H clubs in Pepin County also provide financial support to members who go on 4-H trips, please inquire with your Club Leader.

Individual receiving funds from P/L Federation will be expected to share their experiences and input with others at the Pepin County 4-H Achievement Program and/or 4-H Club Meetings.

TIPS FOR COMPLETING YOUR COVER LETTER AND RESUME



DETERMINE THE AWARD YOU ARE APPLYING FOR.—Review the Wisconsin 4-H Program Booklet on the [State Events and Opportunities webpage](#) . Consider when the trips take place, the cost, the eligible ages, and how many times a youth can participate in each opportunity. State which experience you are interested in attending in your cover letter.



USE A COMPUTER--You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, your friend or the library. The cover letter and resume should not be handwritten.



PLAN AHEAD-- Read all the instructions before you start. Put your thoughts together and translate your skills into action-oriented, concise descriptions. Think of your 4-H experience as a job. What do you do in 4-H? What skills have you developed as a result of participation in 4-H. How have you personally changed as a result of your 4-H experience?



LAYOUT, DESIGN AND ABBREVIATIONS—Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the outline and sample. Choose a common, easy to read font that is no smaller than 11 point and no larger than 14 point. Use the same font throughout the application. Use 1" margins at the top, bottom and on both sides of the page. You may have a two page resume. If you use abbreviations, include what it means in parentheses the first time you use it.



LETTER OF INTRODUCTION—The letter of introduction tells about yourself and your 4-H work. Explain why you feel you should be selected to represent Pepin County on a trip or receive an award. Give individual examples to explain your statements. This is YOUR cover letter. Add your own personality to it. (See outline and sample included in this packet.)



RESUME--The resume includes current facts about you and your 4-H experiences. Organize to best present your accomplishments as a 4-H member as well as achievements in school and your community. Include your objective (trip or award you are applying for), accomplishments, education, 4-H and school experiences, and volunteer experiences. Pick out and combine things from throughout your experience and from projects that best communicate what you have done. Include examples that illustrate problem solving, communication skills, decision-making, and other skills you will use in your adult life. What you write should be clear to someone who does not know you and about your involvement in 4-H.(See outline and sample included in this packet.)



PROOF IT.—Your documents should be free of spelling errors. Use spell check and follow up by having **at least two other people** proofread your cover letter and resume. Don't lose points in the review process by forgetting to proofread your documents!



ASK FOR HELP IF YOU NEED IT. If you have never completed an application, you will probably have questions. Don't hesitate to ask for help. Contact Sky Holt at (715) 672-5214 or e-mail sky.holt@wisc.edu to set up a time to meet or to discuss your application.

COVER LETTER OUTLINE

DATE (that you are mailing it)

Pepin County 4-H Parent/Leader Federation
ATTN: Trip and Award Application
PO Box 39
Durand, WI 54736

Dear Selection Committee:

PARAGRAPH 1:

What are you sending and why are you sending it? Which event are you interested in attending?

PARAGRAPHS 2-4:

This is the “Why me?” section. Explain in no more than 3 paragraphs why you are qualified to represent Pepin County 4-H. Ask yourself what distinguishes you from other applicants. Share why you are interested in attending/receiving the trip or award. If you want to go on a trip, you might also share what you will bring back to Pepin County and your club. **Give examples to help explain your statements.**

FINAL PARAGRAPH:

Close the letter. Thank the committee for considering your resume and portfolio.

Sincerely,

Type your name here as you will SIGN it above. (Don’t forget to sign the letter!)

SAMPLE COVER LETTER

February 1, 2026

Pepin County 4-H Parent/Leader Federation
ATTN: Trip and Award Application
PO Box 39
Durand, WI 54736

Dear Selection Committee:

It is my pleasure to submit my resume and discussion questions to be considered as a delegate for **Citizenship Washington Focus**.

This is my seventh year as a Pepin County 4-H member. I have been active with my projects and as a member of my club, the Cobb Busy Badgers. My enclosed resume and discussion questions highlight my 4-H involvement. Participation in these 4-H activities and events made me interested in representing Pepin County on this trip.

4-H has provided me with some great experiences. I have increased my communication skills by participating in Day in the Arts speaking contests and by serving as president and secretary of my 4-H club. I have learned to give back to my community by helping with our 4-H club highway clean up, helping at the June Dairy Month Breakfast and assisting at Cloverbud events.

For the past two years I have been a 4-H Senior Youth Council member and served as a camp counselor this past summer. I enjoyed getting to know other 4-H members in Pepin County as well as Buffalo, Trempealeau, and Pierce County. My involvement made me want to experience more in 4-H, especially beyond Pepin County. Other 4-H members who attended Citizenship Washington Focus (CWF) told me about the great leadership and learning opportunities that are part of this trip to Washington, D. C. If I am chosen for CWF, I would proudly represent Pepin County. I would also tell other 4-H members in my club and in the county about my experiences and encourage them to attend.

I hope to attend Citizenship Washington Focus to learn more about 4-H, to meet other people and to increase my leadership skills. My past experiences representing Pepin County, enthusiasm to be involved, and my willingness to share what I learn with others makes me a great candidate.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Type your name here as you will SIGN it above. (Don't forget to sign the letter!)

RESUME OUTLINE

On a separate page, create your 4-H resume using the following format (a sample is on the next page.) The resume can be more than one page

NAME

Address Line 1

Address Line 2

Phone Number

OBJECTIVE: What trip or award are you applying for?

EDUCATION School or college name, then Freshman, Sophomore, etc.

4-H EXPERIENCES 4-H club name, years in 4-H

List all projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project

4-H ACTIVITY INVOLVEMENT Summarize all 4-H activities in which you have participated and the number of years you participated

SKILL DEVELOPMENT Explain what you have learned as a result of participation in 4-H projects and activities and the skills you have developed

PERSONAL DEVELOPMENT Explain what you have personally gained as a result of participation in 4-H projects and activities in terms of your personal attributes.

VOLUNTEER, WORK AND OTHER EXPERIENCES List school, work experiences and volunteer experiences and the number of years of participation

SAMPLE RESUME

YOUR NAME

Your Address

Your Phone Number

Your Email

TRIP OBJECTIVE

Represent Pepin County at Citizenship Washington Focus

EDUCATION

Nelson High School, Junior

4-H EXPERIENCES

Chippewa 4-H Club, 9 years

Projects:

Clothing, Crafts, Beef, Swine, Foods and Nutrition, 7 years

Photography, 6 years

Insects 1 year

4-H ACTIVITY

4-H Club Officer, 3 years

4-H Camp Junior Director, 2 years

INVOLVEMENT

Delegate to 4-H Youth Conference, 2024

County Fair Exhibitor, 9 years

Dairy Breakfast Helper, 2 years

Day in the Arts, 5 years

4-H Camp Counselor, 3 years

4-H Senior Youth Council, 1 year

SKILL DEVELOPMENT

Proficient knowledge of beef and swine nutrition, fitting, showing and training

Experienced show person taking top awards in animal projects the past 5 years

Able to document projects in record book

Possess planning and organizing skills developed through serving on 4-H club committees such as the Halloween and other promotional committees.

Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design

PERSONAL

DEVELOPMENT

Excellent role model, mentor and team player.

Effectively work with younger members, peers and adults in varied situations

Organize special events and meetings while paying close attention to detail

Delegate tasks effectively and appropriately as part of leadership role in club

Sportsmanship exhibited in and out of competitive situations

Understands and use parliamentary procedure

Teach younger members and peers effectively

Well-developed interpersonal and public speaking skills

VOLUNTEER, WORK AND OTHER EXPERIENCES

Honor Roll, 4 years

Volleyball, 4 years

Highway Clean-up, 2022-2024

National Honor Society, 2 years

Student Council, 1 year

Church- Teach Bible School, 1 year



Pepin County 4-H Parent Leader Federation
740 7th Ave W
PO Box 39
Durand, WI 54736
(715) 672-5214

RECOMMENDATION FROM AN ADULT

(NOT A PARENT OR RELATIVE)

If you prefer to complete this recommendation electronically, go to <https://forms.gle/RDifbFpJ6nhUodiV9>.

Name of 4-H Member _____

As part of the selection process for Pepin County 4-H Trips and Awards, the selection committee is seeking recommendation and information for candidates. Please provide us your input regarding the following areas:

	<u>Unknown</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
● Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Participation in 4-H Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments in the space below:

Print Your Name _____ Title _____

Signature _____ Date: _____

Paper recommendations should be mailed to Sky Holt, Extension Pepin County, PO Box 39, Durand, WI 54736 or emailed to sky.holt@wisc.edu by February 22nd. **Please use this side of the page only.**



Pepin County 4-H Leaders Association
740 7th Ave W
PO Box 39
Durand, WI 54736
(715) 672-5214

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Signature _____ Date: _____

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