

# **SAMPLE COVER LETTER**

**Susie 4-H  
1000 4-H Drive  
Chippewa County, Wisconsin 54444**

September 1, 2015

Jackie Johnson  
Chippewa County UW-Extension Office  
Courthouse, Room 13  
711 N. Bridge Street  
Chippewa Falls WI 54729

Dear Ms. Johnson,

This letter is submitted consideration in the Chippewa County Awards process. I have been a member of the Chippewa 4-H program since I was in first grade. I belong to the Super Duper 4-H club and have served as the President for the last year. In that role I am responsible for presiding over our club meetings. I also taught “papermaking” at the March club Cloverbud meeting. Twelve Cloverbuds participated and three took their paper to the county fair.

At the County level, I....

At the State level, I....

4-H has taught me many skills. I have learned how to be a good public speaker and how to lead a variety of ages. I have also learned to problem solve and try new things. This past year I was especially proud of representing Chippewa County at the Citizenship Washington Focus Trip. I made 4-H friends across the state.

Thank you for your consideration of my application serving as a camp counselor.

Sincerely,

Susie 4-H

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## Susie 4-H

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1000 4-H Road, Chippewa Falls, Wisconsin 54729  
715-444-4444 [susie4H@gmail.com](mailto:susie4H@gmail.com)

### Objective

To be selected to serve as camp counselor for Chippewa County 4-H camp.

### Education

**Chippewa Falls Middle School**, Chippewa Falls, Wisconsin 2009-2012  
Junior National Honor Society  
Wall of Honor Recognition  
Selected as 8<sup>th</sup> Grade WEB (6<sup>th</sup> grade orientation) Leader

**Chippewa Falls High School**, Eau Claire, Wisconsin 2012-Present  
National Honor Society  
GPA: 3.95

### Employment Experience

**Farming Assistant**, DUSTY FARM ROAD, Cadott, Wisconsin 2012- Present  
Provide support for farming operation  
Experience driving tractor, operating bobcat skid loader  
Assist with vaccination and herd health management  
Complete data entry using Excel software

**Babysitter** 2010-Present  
Provide childcare to infant, toddlers, and school aged children  
Trained in emergency response

### Involvement and Leadership Experience

National Honor Society Inductee 2015  
4-H Camp Counselor 2015  
Chippewa County Teens Member 2015-present  
Service Learning Member 2010-present  
Chippewa Falls School Varsity Swimmer 2014, 2015  
Chippewa Falls High School Cross Country Team 2013, 2014  
Athena 2014, 2015  
Space Camp Participant 2013  
Chippewa Falls High School Marching Band 2012-present  
Chippewa Falls Middle School Volleyball Team 2010 and 2011  
Chippewa Falls Middle School Swim Team 2011  
Chippewa Falls Middle School Band 2009-2011  
Super DUPER 4-H Club 2005-Present  
Offices: Historian, Vice President, Secretary, Treasurer  
Cloverbud Leader 2013-present  
State Fair Action Center 2012, 2014, 2015

### Community Service Experience

Clean pet kennels at the Chippewa County Human Society 2015  
Park cars at June Dairy Days 2012-2015  
Litter Pick Up 2005-2015  
Cut grass at Irvine Park 2014-2015  
Made pies for the veterans home 2010, 2012, 2014  
Junior leader for Girl Scout Troop 3041 2009-2010  
Played Bingo with residents at Comforts of Home 2007-2011  
Bell Ringing, Salvation Army 2007-2011  
Adopt a family at Christmas 2007-2011  
Relay for Life Bake Sale 2005-2009

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## References

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### References

Bill Farmer

**Employer**

DUSTY ROAD FARM

1001 4-H Road

Cadott, WI 54727

715-444-4444

Bob Coach

**Swim Coach**

Chippewa Falls High School

1455 High School Road

Chippewa Falls, Wisconsin 54729

715-555-5555

Sam 4-H Leader

**Club General Leader**

4-H Road

Chippewa Falls WI 54729

715-666-6666

Bill FFA

**FFA Advisor**

Chippewa Falls High School

1455 High School Road

Chippewa Falls, Wisconsin 54729

715-777-7777

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# Chippewa County Day Camp Counselor Job Description

## **Responsibilities:**

1. Group supervision of campers with attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development.
2. Be concerned for the social adjustment of EACH camper.
3. Help campers plan, carry out and evaluate projects and activities.
4. Promote camper participation in ALL activities.
5. Assist campers with housekeeping chores.
6. Take turns with other counselors for various responsibilities.
7. Teach or assist with camp programs and encourage camper participation.
8. Exhibit personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to campers.
9. Set a good example in ALL you do at camp. Camp is a fun learning experience.
10. Work with the camp directors and other camp staff to iron out difficulties with facilities, programs and campers.
11. Help develop, carry out and evaluate a camp program that reflects the goals of camping and the 4-H pledge.

## **Counselor Rules and Regulations:**

In order to have a safe, healthy camp that is a good experience for everyone, counselors will NOT:

1. Use objectionable language.
2. Engage in or permit verbal or non-verbal put-downs of others.
3. Permit destruction of nature in any form (breaking of branches on live trees, picking protected wildflowers/other plants, carving trees, killing or torturing animals, etc.).
4. Permit vandalism of property in any form.
5. Permit any kind of littering.
6. Engage in or permit excessive "horseplay" or physical "rough-housing" with campers.
7. Make threats that are unwise to carry out or administer physical punishments.
8. Be under the influence of or in possession of any drugs, alcohol or tobacco products.
9. Allow radios, TV's, boom boxes, etc. to be played when they will distract from the camp program or the natural setting.
10. Drink soda, eat snacks or have any special privileges in front of the campers when they are not allowed to have them.
11. Wear t-shirts, caps or clothing that advertise alcohol, tobacco or anything offensive. Wear bandanas, hats or clothing that would suggest gang symbols or membership.
12. No use of cell phones or other electronic devices unless permission is obtained from the Camp Committee.

## **Dress Code:**

1. Swimwear is for waterfront only.
2. No two piece swim suits.
3. No flip flops/sandals, only closed toed shoes
4. No strapless tops
5. No bare midriffs
6. No spaghetti straps
7. No short shorts or skirts
8. No clothing with inappropriate language or offensive messages
9. No clothing advertising tobacco, alcohol and drugs

**Qualifications:**

1. Ability to work as a team member with other counselors and adult staff members.
2. Experience in working with children in a group setting.
3. Responsible, friendly, enthusiastic, patient and willing to learn.
4. Participate fully in counselor training.

As a 4-H camp counselor, I agree to fulfill the responsibilities listed above, comply with the rules and regulations listed and meet the following behavior expectations:

1. Counselors are not to leave the camp without permission.
2. Counselors will not use inappropriate language. (If you have a question about "inappropriate language", ask to discuss this at counselor training.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I agree to permit my son or daughter to participate as a camp counselor under the direction of the 4-H Youth Development Agent. I understand that I will be notified by the Agent at the time of violation of these rules and that my son/daughter may be dismissed from counseling at that time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Source: Adapted from Eau Claire/Pepin County UW-Extension  
Revised 12-18*