

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

Susie 4-H

1000 4-H Road, Chippewa Falls, Wisconsin 54729
715-444-4444 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 8th Grade WEB (6th 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

References

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

Chippewa County 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. Make or permit inconsiderate noise and disturbance in the cabins after "lights out" and before wake up time.
11. Drink soda, eat snacks or have any special privileges in front of the campers when they are not allowed to have them.
12. 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.
13. No use of cell phones or other electronic devices unless permission is obtained from the Camp Committee.

Dress Code:

1. Swimwear is for water only.
2. Swim suits must be one piece.
3. Closed toed shoes are encouraged!
4. Tops must have straps that are two fingers thick or sleeves.
5. Undergarments should be kept as undergarments.
6. Shorts and skirts need to be modest and appropriate.
7. Clothing must be free and clear of inappropriate language, offensive messages or tobacco, alcohol and drugs

Qualifications:

1. Must be 16 years of age by the first day of camp.
2. Ability to work as a team member with other counselors and adult staff members.
3. Experience in working with children in a group setting.
4. Responsible, friendly, enthusiastic, patient and willing to learn.
5. 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 are to maintain the curfew designated by the Camp Committee.
3. Counselors will stay with their campers at all times (day and night) unless otherwise assigned. (If you are missing, the police will be called!).
4. Counselors will not use inappropriate language. (If you have a question about "inappropriate language", ask to discuss this at counselor training.)

*Source: Adapted from Eau Claire/Pepin County UW-Extension
Revised 5/12*