Healthy Living Ambassador Cover Letter Template -- Senior

A cover letter provides the review committee a summarized look at your 4-H experience. It highlights why you are a qualified candidate for your chosen award opportunity. Do not simply restate what’s included in your resume. Instead, describe your 4-H story, personal growth, and relevant lessons learned that you have gained through experiences in leadership, civic engagement, and communication.

1. Use a professional tone of writing; be confident and courteous.
2. **Do not exceed one page**. This is an opportunity to develop your skills in writing succinctly.
3. Erase these instructions or use a new document. Save and share as a PDF to preserve formatting.
4. Complete one cover letter for each opportunity you apply for. It is a best practice in future application situations to adapt your cover letter to highlight the desired skills of each opportunity.

Name of Applicant

County, State

Current Date

**Healthy Living Ambassador**

1259 Stange Rd.

Ames, IA 50011

Dear Review Committee,

*First Paragraph*: State why you are applying for the Iowa 4-H Healthy Living Ambassador program. Briefly describe why you would be an ideal candidate while demonstrating that you understand this opportunity. What do you see as your potential contributions to the Iowa 4-H healthy living program? More information at <https://www.extension.iastate.edu/4h/iowa-4-h-healthy-living-ambassador-program>.

*Second Paragraph*: Address the leadership skills you have gained in 4-H and what leadership means to you. How have you exhibited or developed skills in leadership projects or programs related to healthy living? Provide specific and relevant examples.

*Third Paragraph*: Describe examples of how you have participated in civic engagement activities related to healthy living. How has this impacted your personal development? What does civic engagement mean to you?

*Fourth Paragraph:* Regardless of how many or how few years you’ve been a part of 4-H, please explain how your 4-H experiences in healthy living have helped you reach your personal goals. Share your future plans and explain how you think your 4-H experiences may benefit you in your future endeavors.

*Fifth Paragraph*: Refer the review committee to your attached resume. Conclude by thanking the reader for their time and consideration.

Sincerely,

Your Name