

## SAMPLE LETTER FORMAT FOR SENIOR AWARDS REQUEST

Date

Awards Committee  
409 Missouri Ave Suite 102  
Deer Lodge MT 59722

RE: REQUEST FOR AWARDS

Dear Awards Committee:

The first paragraph is an introduction where you request consideration for an award in each project area you feel you are deserving of an award. You may want to tell how long you have been in 4-H and what club you belong to.

The subsequent paragraph or paragraphs are a brief description of what our objectives were in taking the projects, what you learned from the project and why you feel you deserve an award for each project in which you are requesting an award.

The closing paragraph should direct the reader to the resume and thank the committee for their consideration of your request.

Sincerely,

Bud Clover

[Type text]

## SAMPLE LETTER FORMAT FOR SENIOR AWARDS REQUEST

Date

Awards Committee  
409 Missouri Ave Suite 102  
Deer Lodge MT 59722

RE: REQUEST FOR AWARDS

Dear Awards Committee:

Please consider my request for an award for my work in clothing projects and textiles. I have been a member of the Four Leaf Clover 4-H Club for six years and have enrolled in several different project areas. I feel that my best work this year was in my clothing and textiles projects.

I have been enrolled in clothing and textile projects for six years, and have attended clothing camp and fashion revue each year. I have learned about fabrics, clothing construction and clothing care. This year I received third place in the Tri-County Fashion Revue and second place in the district Make it Yourself with Wool contest for my tailored dress coat. My objective for this year in my clothing project was to learn to make a lined, tailored blazer and to increase my sewing skills. I feel that I am deserving of an award in my clothing projects because I am achieving my goals, I work with the younger members of my club with their projects, I presented a workshop at Clothing Camp and gave a demonstration of the clothing projects at the County Project Day.

For further information on my projects, club and county participation, etc., I am enclosing my resume. Thank you for your consideration of my request.

Sincerely,

Mary Shamrock

[Type text]

## SUGGESTED RESUME FORMAT FOR SENIOR AWARDS REQUEST

### Personal information:

Name, Address, Phone Number, Age or Birth date, 4-H Club, School, Year in School

### Description of projects completed:

List projects starting with the most recent 4-H year

### Activities/Events:

List activities starting with the most recent 4-H year, i.e., club committee participation, workshop participation, etc.

### Leadership:

List any leadership positions you have held, starting with the most recent 4-H year, i.e., club officer, committee chairman, event chairman, workshop presenter, etc.

### Community Service/Citizenship:

List any service you have provided within your community, starting with the most recent 4-H year.

### Communication:

List any communication activities, beginning with the most recent 4-H year, i.e., presentation or demonstration to your club or to any outside group or participation in the county demonstration day or Congress, etc.

### Awards/Honors/Recognition:

List any awards, honors or other recognition you have received, beginning with the most recent 4-H year, i.e., Fair Awards, Project awards, etc.

### Other Activities/Experiences (not related to 4-H):

List any activities or experiences that are not part of your involvement with your 4-H Club, i.e., Church activities, volunteer work, etc.

\*\*\*ALTERNATIVE FORMAT: You could list each year's activities on separate pages, then for each subsequent year; just add the current year's information. \*\*\*

[Type text]

## 4-H Resume

Name: Mary Shamrock  
Address: 123 Country Rd  
Black Pine, MT  
Phone: 123-4567  
Birthdate: March 17, 2003  
4-H Club: Four Leaf Clover 4-H Club  
School/Year: Stone High School/Freshman

### 4-H Projects Completed:

2014 Beef 2—Market  
Sewing 3  
Quilting  
Baking 103  
2015 Beef 1—Market  
Sheep 1—Market  
Sewing 3  
Cooking 201  
Baking 102  
Embroidery  
Quilting  
2016 Beef 1—Market  
Sheep 1—Market  
Sewing 2  
Leathercraft 2  
Cooking 201  
Baking 101  
2017 Beef 1—Market  
Sheep 1—Market  
Cooking 101  
Leathercraft 1  
Sewing 2  
Dog 1—Obedience  
2018 Sheep 1—Market  
Sewing 1  
Dog 1—Obedience  
Cooking 101  
Gardening 1

### Activities/Events:

2014 Attended Clothing Camp; Attended Montana 4-H Congress; Participated in the Tri-County Beef Marketing and Showmanship workshop; Served on the County Project Day Committee; Entered Foods Fair, Stir-Ups and Fashion Revue; Entered my steer and other items from my projects in the Tri-County Fair

2018 2017, 2016, 2015: List activities for all years like the example above.

Leadership:

2014 Vice President of the Four Leaf Clover 4-H Club

2018 2017, 2016, 2015: List activities for all years like the example above

Community Service/Citizenship:

2014 Planted flowers at the rest home and participated in the community spring clean-up day (with the other members of our club)

2018 2017, 2016, 2015: List activities for all years like the example above

Communication:

2014 Gave a presentation on the clothing projects at the County Project Day. Presented a workshop at Clothing Camp on making a windsock. Gave a demonstration to the Four Leaf Clover 4-H Club on making yogurt. Gave a prepared talk on knapweed control at our County Demonstration Day and at 4-H Congress.

2018 2017, 2016, 2015: List activities for all years like the example above

Awards/Honors/Recognition:

2014 Foods Fair: 1 purple ribbon and 2 blue ribbons

Stir Ups: 1 blue ribbon

Demonstration Day: Purple ribbon for my prepared speech

Fashion Revue: 1 purple ribbon and 1 blue ribbon

Tri-County Fair:

Market Beef: blue ribbon on my steer

Sewing 3: 2 purple ribbons, 3 blue ribbons, 1 red ribbon, 1 white ribbon

Food Project: 2 blue ribbons

Runway Extravaganza: Third Place in Senior Division

2015 Carcass Judging: Steer of Merit award and purple ribbon

County 4-H Award: Needlecraft

Tri-County Fair:

List ribbons and awards

2018 2016: List activities for all years like the example above

Other Activities/Experiences (not related to 4-H):

2017 Participated in the teen youth group at our church

Freshman class secretary

Won first place at the District High School Speech and Drama Meet

District Make It Yourself With Wool Contest: Second Place

2018 List activities for all years like the example above