2024 Geary County 4-H Scholarship
Cover Letter Information

A cover letter should introduce yourself, explain why you are qualified to receive a scholarship and provide additional information that was not covered by your references or resume. This is an opportunity to personalize your application and speak directly to the evaluator. A cover letter should have three parts: an introduction, body, and conclusion.

Introduction

The introduction should explain who you are, why you are applying for a scholarship, and end with a powerful personal statement. This paragraph is your first introduction to the evaluator and should capture their attention to make you a memorable applicant.

Body

The body of your cover letter should articulate your 4-H Achievement, civic engagement, the impact that 4-H has had on your career and educational goals, and talk about some of the challenges that you have overcome. This is your opportunity as an applicant to set yourself above others and to demonstrate how 4-H has shaped you, how you have shaped your community, and how your community is better because of that.

A cover letter should explain and show the impact that 4-H has had on you. Instead of saying "I helped at the County Fair" you should talk about how you helped, what you did, and how that changed/improved your community.

Conclusion

The conclusion of your cover letter should summarize how your achievement and engagement through 4-H lends you to receive a scholarship. You should discuss how the scholarship will help you achieve your academic goals. You should leave the evaluator with a statement of why YOU should receive a scholarship.

Guidelines

Cover letters should follow a business format and use the following guidelines.
- Use business letter format
- No longer than one page
- No smaller than an 11-point font
- Single Space
- Grammatically correct with no spelling errors
- Include a signature block and sign your letter
- Your letter should be addressed to the Geary County 4-H Scholarship Selection Committee