



October 26, 2022

Mark Kline
6060 FFA Dr.
P.O. Box 68960
Indianapolis, IN 46268-0960

Dear Mr. Kline:

This letter is in response to your job announcement posted in the *USAJOBS* online database for the position of Student Trainee at the USDA Agricultural Research Station (ARS) in Stillwater. When I learned of the position opening and reviewed the Wheat, Peanut, and Other Field Crop Unit's published research, I was immediately interested. My passion for agricultural research and experiences are a great match to the requirements outlined in your job posting on your website. I wish to contribute my strengths in organization, problem solving, and communication to help the station's laboratory efficiency and research outcomes. The enclosed résumé will provide you with an overview of my experiences and qualifications to assist the station in its mission to develop improved cereal crops and peanut germplasm that thrive in our region.

The listed technical and procedural demands of your research station are precisely the challenges to which my educational and work experiences are tailored. I have refined my skills and efficiency in operating equipment, taking measurements, collecting data and processing inventory as a Manufacturing Intern at  LLC. Through my supervised projects in agricultural education as well as my coursework, I have designed, administered and presented four research projects investigating a variety of subjects in the field of agriculture. I have gained valuable practice in composing technical reports and manuscripts, and presenting to a panel of judges through the FFA Agriscience Fair and Public Speaking leadership development event. I have extensive experience and success in making public presentations and leading teams and organizations. These educational experiences have prepared me to work with others and to think critically about my subject matter and techniques. I am excited to apply these qualities to support the important work of the USDA Agricultural Research Service.

Mr. Kline, I am confident I am the right person for this position, and I wish to reiterate my strong interest in working with you and the reputable staff at the ARS in Stillwater. I will contact your office on November 1st to confirm the receipt of my cover letter, résumé, and references, and to discuss a convenient time for an interview. Thank you for your time and consideration of my letter and résumé.

Sincerely,



Enclosure: Résumé