



September 7, 2021

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

Dear Mr. Kline:

Growing up immersed in the equine industry allowed me to develop a love for horses and working with others very early in life. I desire to work in a job where I can use these passions so that others can better understand and enjoy their animals. Therefore, when I heard about the position at Jamie Bissell Quarter Horses as the assistant trainer, I knew the role was ideal for me. [REDACTED] [REDACTED] Quarter Horses has a well-built reputation in the equestrian community for making clients feel valued while maintaining premier facilities and quality training; it would truly be my honor to join your team. Based on the job listing posted in the October issue of *The Reiner*, I believe my background, goals, and expertise are a match for the position. A summary of my qualifications, knowledge of the equine industry, and experience in customer service is provided on the attached resumé.

As a camp leader for the [REDACTED] [REDACTED] State University Equestrian team, intern for [REDACTED] [REDACTED] Performance Horses, and member of the agricultural sales team, I have gained valuable experience in taking initiative, working with others, and understanding the horse training industry. I strive to build relationships with people and horses and ensure they have a positive experience working with me, whether it is through answering questions in the barn or increasing a young horse's skill level. These experiences have taught me the value of listening to meet each customer's needs, providing the best possible training, and ensuring consumer satisfaction. I have learned to take initiative by being efficient in client communication and practicing problem solving skills in business as well as training. I am also proficient in the fundamentals of equine training, requirements of horses to keep them healthy, and barn management. Actively participating in the equestrian world has allowed me to witness first-hand the joys and discomforts of working in an agriculture position, but proven to me that though difficult, it provides a feeling of unparalleled fulfillment.

Through my extracurricular activities, I have learned to be an organized, determined worker. While independent, I also know the value of being team-oriented. Being involved with volunteer projects within the community has taught me compassion, patience, and the importance of treating others equally. My hands-on experiences have helped me develop into a dependable young woman with a strong work ethic and a positive attitude that would be an asset to your business.

After reading my cover letter, I hope you will review my resumé, contact my references, and consider me for employment at Jamie Bissell Quarter Horses. Should you have any questions or would like to set up an interview, please contact me at [REDACTED]@gmail.com. I will be in contact with your office on August 10 to confirm the receipt of my application. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



Enclosure: Resumé