

D. Duck
42 Wallaby Way
Franklin, TN 37064

October 29, 2025

Mickey Mouse
6060 FFA Drive
P.O. Box 68960
Indianapolis, IN 46268-0960

Dear Mr. Mouse:

I have reviewed the job posting on your farm's website regarding the need for a farm manager and would be honored to work in this position. I have enclosed a resume along with the names and contact information of three references. Please review this enclosure so that you may see what I have to offer in order to uphold the sterling reputation of Harmony Farms.

My qualifications have developed from being actively involved in the horse industry for 13 years. I live on a small farm where I am solely responsible for the complete care of 3 thoroughbreds. I have been an active member of the Tennessee Pony Club for 9 years, where I have quickly risen through the ranks to become an intermediate position with the additional honor of being a D (lower level) examiner. I am also the recipient of many awards, including being nationally ranked #1 in Equitation. In 2023, I was offered an interim position grooming show horses for Some Place and was hired full time the next day. My duties ranged from general care to important health decisions. My skills also originate from my employment with Dr. Oscar Grouch, the U.S. Equestrian Team's doctor. I was responsible for the wellbeing of 13 horses and did everything from scrub water buckets to formulating and distributing a de-worming regimen. I am confident my previous positions have fully prepared me for the position as farm manager at Harmony Farms.

My career goal is to pursue a career in equine management by becoming a boutique horse farm manager, specializing in the English discipline, with the possibility of future ownership or expansion. I know that a place of business is only effective when each customer feels valued; I will settle for nothing less than individualized care for each of Harmony Farm's clients. I enjoy staying current on the latest technologies and techniques that will keep your farm up-to-date and running at its absolute pinnacle. I have an unbelievable amount of stamina and derive much satisfaction from being productive. I am an activator and turn thoughts and ideas into concrete results. I see myself and Harmony Farms working well together in an effort to gain more distinction in the equine community.

Please review the enclosed materials. I am eager to schedule a personal interview. Feel free to contact me for additional information. I can be reached at (888) 123-4567. Thank you for your time and consideration; I look forward to speaking with you.

Sincerely,

D. Duck

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Enclosures