

# Vaidehi D. Patel

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October 24, 2018

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

Dear Mr.Kline:

A deep passion for the horticultural industry and a zealous desire to nurture plants has led me to this excellent opportunity as a Horticulture Assistant. I was made aware of the open Horticulture Assistant position at Hall's Nursery through my agricultural teacher who had observed me caring for the plants in her greenhouse at Colquitt County High School. Hall's Nursery has a strong reputation of selling superior quality products and meeting all the needs and services of their customers. It would be an honor to be a part of your team. My skills, determination, and goals would make me a viable applicant for this job position. The enclosed resume will provide you with a summary of my qualifications, as well as an overview of my experience with horticulture and customer service.

My experience at Quik Mart, Pelham Schools' and Colquitt County Schools' greenhouse as an assistant, and a participant in the Floriculture and Nursery Landscape Career Development Events (CDEs) has helped me develop my skills in meeting customer needs, efficiently multitasking, and teamwork. I have experience in propagating many varieties of plants through various methods of asexual and sexual reproduction. I have provided many plants with their required nutrients and maintained a pleasant appearance of the greenhouses. Horticulture lessons, participating in the Floriculture and Nursery Landscape CDEs, and my personal experience at home working with plants have helped me to gain a solid knowledge base over the years.

In addition to my horticultural experiences, I have participated in many activities through The National FFA Organization that have developed my leadership skills in many areas. I have been a school chapter officer for three years and this experience has trained me to work well in a team and understand others' perspectives. Working with customers requires manners, positive interactions, and appropriate communications and being a part of a team has taught me these skills and given me the opportunity to practice implementing them. The knowledge and experience that I have accumulated over the years will be extremely beneficial to your business if I were to obtain a job as a horticulture assistant.

To conclude, I hope you will receive my resume and consider me for employment with Hall's Nursery as a Horticulture Assistant. I have exhibited an outstanding work ethic and great determination to excel in all that I do. After making contact with my references, I hope you contact me regarding this position at (229) 456-0827 or at vaidehipatel2001@gmail.com to set up an interview. I will be in contact with your office on October the 26<sup>th</sup> to confirm the receipt of my cover letter, resume, references, and schedule a convenient time for an interview should my work experience and skills be suitable for the position. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

*Vaidehi Patel*

Vaidehi Patel

Enclosure: Resume