



October 30, 2013

James Shiflet
Job Interview CDE Superintendent
6060 FFA Drive
PO Box 68960
Indianapolis, Indiana 46268

Dear Mr. Shiflet:

The available position of producer services/outreach intern as advertised on the National Pork Board website has caught my attention. I recently graduated from Lake Forest High School where I completed four levels of animal science in addition to being enrolled in arduous honors and Advanced Placement courses. I am now attending Oklahoma State University where I am double majoring in Agriculture Education and Agriculture Communications. I am attempting to locate a job that combines my interest in education with my passion for the swine industry.

Upon further investigation of your organization, I know that the National Pork Board is the perfect place for me to gain experience in educating youth about the swine industry while preparing for a career as an agriculture educator. Working with such a prestigious organization will aid me in developing an understanding of the responsibilities involved with agriculture education.

By being a member of the Lake Forest FFA Chapter, and a student in the Agriscience pathway, I received a multitude of opportunities in educating youth about the agriculture industry. As stated in my résumé, I have the ability to create newsletters, presentations, and flyers using Microsoft Office. I also have a significant amount of knowledge on the swine industry due to my involvement with showing swine for seven years. This experience has exposed me to the pleasures and challenges of agricultural life, while enhancing my desire to continue to partake in the opportunities offered within the industry.

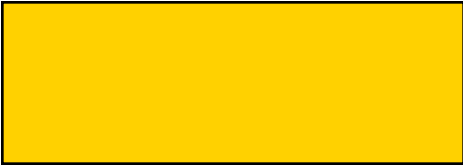
Thus, my background and educational experiences have not only assisted in my personal development, but also qualify me as a strong candidate for this position that would enable me to become a cohesive and productive member of the National Pork Board staff. It would be an honor to work at such a remarkable organization. I would appreciate the opportunity to further elaborate on my experiences in an interview. If you have additional questions, please feel free to contact my references provided on my resume or contact me directly at  or .

Thank you for your time and consideration.

Sincerely,



Enclosure: Résumé



OBJECTIVE:

To obtain a position as a producer services/outreach intern with the National Pork Board in which my academic knowledge and hands-on experience in the swine industry will benefit the education of youth.

EDUCATION:

Oklahoma State University
Stillwater, Oklahoma

Expected Graduation: May 2017

- Pursing a Bachelor of Science in Agriculture Education and Agriculture Communications

Lake Forest High School
Felton, Delaware

High School Diploma: May 2013

GPA: 4.0, Class Ranking: 3/198

- Advanced Placement English, Math, Science, and Social Studies Seven credits
- Animal Science I, II, III, and IV Four credits

EXPERIENCE:

Jackson Farm, Felton, Delaware
Farm Assistant/Livestock Exhibitor

July 2007 – present

- Assist with artificial insemination, ear notching, needle teeth clipping and vaccination
- Maintain, feed, and care for twenty-three pigs, eleven goats, and three sheep
- Manage a record book of finances and document involvement in assignments

Lake Forest High School, Felton, Delaware
Financial Secretary Assistant

May 2013 – August 2013

- Answered phone calls and assisted office visitors
- Filed receipts, student transcripts, attendance records, and discipline records
- Cleaned out lockers and changed the combinations

Boys and Girls Club, Dover, Delaware
Bank of America Student Leader Intern

June 2012 – August 2012

- Prepared and addressed office mailings for potential sponsors
- Filed and organized employee folders and office surroundings
- Created flyers and newsletter articles

Kent County Livestock Advisory Committee, Harrington, Delaware September 2010 – September 2011
Youth Member

- Assisted with weighing and tagging of livestock
- Prepared and facilitated activities at an overnight event for 50 youth livestock exhibitors
- Helped check in exhibitors and weigh animals at the Kent County 4-H Livestock Show

RELEVANT SKILLS:

- Microsoft PowerPoint – Prepared presentations for 4-H swine project meetings
- Microsoft Word – Generated letters to potential livestock auction buyers

COMMUNITY SERVICE:

World Record Food Drive, Felton, Delaware
Student Council Co-Chair

March 2012

- Planned the event date, time, and location and recruited student volunteers for assistance
- Spoke at Legislative Hall and on Eagle 97.7 and Cool 101.3 to promote the event
- Assisted in collecting over 5,000 pounds of canned goods

Delaware 4-H, Newark, Delaware
Camp Counselor

June 2007 – June 2010

- Delivered instruction in arts and crafts, music and Spanish
- Provided care to over 80 children during day and overnight camps
- Served a combined 200 hours at various 4-H camps

ACHIEVEMENTS/HONORS:

- Delaware Dairy Princess 2013
- Delaware, 1st place State Job Interview CDE 2013
- Delegate, FFA Washington Leadership Conference 2012
- Delegate, Symposium on Global Agriculture and Food Security 2012
- Delaware, 1st place State Senior Prepared Public Speaking CDE 2012
- Agriscience Fair CDE National Silver Ranking 2011
- Delegate, National 4-H Conference in Washington, DC 2011
- Delaware, 1st place State Creed Speaking CDE 2010

PROFESSIONAL AFFILIATIONS:

- Student Council President, Lake Forest High School 2012 – 2013
- Chapter President, Lake Forest FFA Chapter 2011 – 2013
- County Representative, Delaware FFA Association 2011 – 2013
- President, 4-H State Teen Council 2011 – 2012
- Chapter Jr. Advisor, Lake Forest FFA Chapter 2010 – 2011
- Class President, Lake Forest High School Class of 2013 2009 – 2011
- Club President, Midstate 4-H Club 2009 – 2010

REFERENCES:

- Mr. Doug Crouse, 4-H Extension
- Mrs. Alison Scott, FFA Advisor,
- Mrs. Susan Garey, 4-H Livestock