

[REDACTED]

October 30, 2013

Mr. James Shiflet
Job Interview CDE Superintendent
6060 FFA Drive
P.O. Box 68960
Indianapolis, IN 46268-0906

Dear Mr. Shiflet:

The beef industry has long been a passion of mine. My involvement in the industry has included a variety of activities which span more than nine years. I was enthused to learn of the Beef Showman Clinic Facilitator position posted in the August issue of the *Georgia Cattleman*. The Georgia Cattlemen's Association has a strong reputation across the state for its role in assisting producers "from the pasture to the plate" and educating others about the quality, safety and health benefits of beef. My background, skills and goals are a perfect match the requirements outlined for the Beef Showman Clinic Facilitator. It would be an honor to work for such a passionate and esteemed organization. The enclosed resume will provide you with a summary of my qualifications, along with a list of references who will confirm my suitability for this position.

Owning and caring for more than 20 head of cattle, I have been involved in many aspects of the beef industry including herd management, reproduction, calving and showing cattle. I enjoy working with students and have the desire to educate them about effective showmanship, fitting and management practices. Over the past four years, I have been planning, been responsible for the organization and facilitation of showmanship clinics for beef and dairy cattle exhibitors and their parents in Madison County. Sharing tips and techniques on clipping, hoof trimming, showmanship, feeding and general care helped students gain confidence to leave the show arena feeling successful. I have attended various clinics throughout the state of Georgia, networking with others and staying abreast of industry trends. My past experiences in the office and running my vegetable stand business, small as it was, taught me how to handle life's little emergencies and deal with stressful situations. The many cattle industry activities that I have had the pleasure of taking part in, have taught me to be hard working and responsible. Through hands-on opportunities, I developed organizational and communication skills that will make me an asset to your association.

An opportunity to speak with you about the Beef Showman Clinic Facilitator position would be greatly appreciated. I am eager to further develop my knowledge of this field and help the Georgia Cattleman's Association continue its long tradition of promoting and advancing the beef cattle industry. Please contact me at [REDACTED] or email me at [REDACTED] if you have questions or would like to schedule an interview. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[REDACTED]

Enclosure: Resume

OBJECTIVE

To become the Beef Showman Clinic Facilitator for the Georgia Cattlemen's Association by developing, communicating and delivering educational instruction to help students improve their beef projects.

EDUCATION

Madison County High School (Danielsville, GA)

2013

- Completed Basic Agriculture, Animal Production and Animal Science Biotechnology courses
- Proficient in Microsoft Word, Excel, Power Point, Publisher and Movie Maker
- GPA 3.4

EXPERIENCE

University of Georgia Central Research Stores: *Accounting Assistant* (Athens, GA)

2013-Present

- Work with clients via email, phone and in person to fulfill orders and ensure customer satisfaction
- Organize and file paperwork to maintain a clean working environment
- Manage inventory and keep accurate records to maintain adequate supply of products

South Cattle Company: *Showmanship Trainer* (Danielsville, GA)

2010-2012

- Planned and conducted a showmanship clinic for 32 beef showman and 12 dairy showman
- Facilitated clinics involving exhibitors and parents in teaching grooming, feeding and showmanship presents
- Collaborated with nutritionist in the beef cattle industry as clinic speaker and sponsor

Hilburn Vegetable Stand: *Owner/Operator* (Danielsville, GA)

2008-2012

- Installed and maintained a two acre vegetable garden; constructed a roadside stand
- Assisted and offered advice to customers to complete their purchases
- Created advertisements and marketed vegetable products through newspaper articles, signage and flyers

Madison County FFA Chapter/4-H Club: *Beef & Dairy Cattle Exhibitor* (Danielsville, GA)

2005-2013

- Exhibited beef cattle for nine years and dairy cattle for two years
- Worked the show ring to ensure safety and provide structure at the Madison County Beef Show
- Managed the beef exhibit and interacted with children and adults at the Madison County Alumni Petting Zoo

ACTIVITIES

- Georgia Club Calf Producers Association Member
- Georgia Cattlemen's Association Member
- Madison County FFA Chapter Sentinel
- Georgia FFA State Convention
- Job Interview Career Development Event
- State FFA Leadership Conferences – Greenhand Jamboree and Success Conference
- Trinity Baptist Church Puppet Ministry
- Vacation Bible School Volunteer
- World Changers

HONORS/AWARDS

- 3rd Place Beef Cattle Fitting Team Competition - Georgia Junior National Livestock Show (Perry, GA)
- 2nd Place in Beef Showmanship - Georgia Junior National Livestock Show (Perry, GA)
- 2nd Place Overall Commercial Heifer - Georgia National Fair Livestock Show (Perry, GA)
- Top 10 Georgia Club Calf Producers Association Commercial Heifer
- Grand Champion Steer - Georgia National Fair Livestock Show (Perry, GA)
- Georgia State FFA Degree

REFERENCES

Dr. Henry Reubaker, Veterinarian

Mrs. Trisha Lastly, Agricultural Education Teacher
Madison County High

Mr. David South, Owner