

[REDACTED]

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October 30, 2013

Job Interview CDE Superintendent
6060 FFA Dr.
P.O. Box 68960
Indianapolis, IN 46268-0960

Dear Mr. or Ms. Superintendent:

I am interested in applying for the position of sales associate at your division of the Bayer Animal Health Company. I learned about this position in the *Jefferson City News Tribune*, and I am very excited to pursue this opening. Enclosed you will find my resume with information about my education, employment and experience relevant to the position.

Communication and leadership are essential in a sales position; I am very qualified in these two fields. I enjoy interacting with other people and value building personal relationships. My keen sense of innovation and determination to continually improve client satisfaction will be beneficial to the organization. I recognize the significance of having repeat customers, and am certain that I am capable of keeping your customers excited about your products. Furthermore, I have extensive experience with the selection and administration of Bayer animal health products after ten years with the Haynes Cattle Company at Etterville, MO. I am eager to share these high quality products with others.

I am available to interview at your convenience, and look forward to discussing in detail how my background and experience will be valuable to your company. I can be contacted by phone at [REDACTED] I look forward to following up with you within the next week. Your time and consideration of my application and resume is greatly appreciated.

Sincerely,

[REDACTED]

Objective

To obtain an entry level associate sales position that will utilize my strong communication and leadership skills with an opportunity for advancement.

Education & Relevant Coursework

Jefferson City High School

2009-2013

- Four Years Honor Roll
- Senior Level Speech, Composition, and Presentation

Nichols Career Center

2009-2013

- Agricultural Education Program
- Advanced Sales, Marketing and Business
- Advanced Animal Sciences

Relevant Work Experience and Skills

Missouri Farm Bureau

2011-2013

Maintenance/Landscaping Tech

- Developed independence and problem solving skills while cooperating with coworkers to complete time oriented jobs in a professional environment
- Complemented by management on attention to detail, timeliness, and my expectation for excellence in daily tasks

Haynes Cattle Company

2003-2013

Herd Management Assistant

- Managed a fifty head herd of Charolais and Beefmaster cattle with an objective of producing high quality replacement females.
- Researched, selected, and administered various livestock health products to maximize productivity and prevent costly ailments within the herd
- Built relationships with both suppliers and clients of the Haynes Cattle Company to ensure that their satisfaction with our product is maximized.

Additional Achievements and Honors

Missouri FFA Association

State Vice President

2013-2014

- Communicate the objectives and mission of the Missouri FFA Association with industry stakeholders, students, and consumers of agriculture products

Area VIII FFA Association

President

2012-2013

- Worked as a team leader to establish goals for the Area and encouraged FFA members to strive for higher levels of achievement and excellence

Nichols Career Center FFA

President

2012-2013

- Advocated for the youth in agriculture in Jefferson City and helped to create connection between the FFA Chapter and local producers
- Took an active role in the establishment of the Jefferson City FFA Foundation in order that Agriculture students can earn scholarships and further their community involvement

Professional Memberships

- National Cattlemen's Beef Association
- Missouri Junior Cattleman's Association
- Beefmaster Breeders United
- Collegiate Farm Bureau Member
- Missouri Farm Bureau Member

Mr. Sam Lewers, U.S. Army, Ret.

Performed lawn care and home maintenance tasks with great attention to detail while establishing a personal friendship



Mr. Kent Herzing, Missouri Farm Bureau

Can personally attest to my hard work ethic and ability to complete assignments with a deadline



Mr. JP Dunn, Missouri Soybean Association

Worked closely with Mr. Dunn in the establishment of the Jefferson City FFA foundation to serve FFA members in the Jefferson City Area.

