

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

October 30, 2013

Dear Mr. James Shiflet:

This letter is to express my interest in the Hot Shot Crew Member position with the United States Forest Service as advertised. I have a strong set of communication, problem solving, and physical skills that I have demonstrated throughout my high school career and previous work experiences. Forestry Hot Shot Crews are the protectors of forestry agribusiness, and it is with great interest in environmental protection and property conservation that I would like to be considered for the position.

My diverse educational background consists of extensive wildland and interface firefighter trainings coupled with a wide range of course work in agriculture leadership and agriculture sciences. While gathering knowledge in many areas of agriculture, I have always been drawn to the field of forestry. My previous experience in forestry science and wildland firefighting training through Jefferson County Fire District has made me confident that I am a top candidate for the position. I hold S-130, S-131, and S-190 wildland fire fighter certifications issued by the National Fire Protection Agency.

In addition to my academic portfolio, I have been involved with numerous extracurricular activities including FFA, athletics, and volunteer firefighting at Jefferson County Fire District. I have served as assistant reporter and vice president for my FFA chapter. I was also the 2013 Volunteer of the Quarter and was awarded the 2012 Rookie of the Year Award at Jefferson County Fire District. My involvement in these activities has allowed me to develop excellent leadership and communication skills, as well as, the ability to work with all types of people.

Putting my educational training and leadership experiences to work, I would love to capitalize on my strengths to benefit your crew. I believe that this position will also aid me in my future career aspirations of becoming a United States Forest Service Hot Shot Crew Boss.

I am eagerly waiting to meet with you so that we can further discuss my future job opportunities. Feel free to call [REDACTED] or email [REDACTED]. Thank you for taking the time to consider my application.

Sincerely,

[REDACTED]

Enclosures (1)

Objective: To obtain quality work experience that will prepare me for college as well as a career as a United States Forest Service Hot Shot Crew Boss.

Education: High school senior at Madras High School, Madras OR
Anticipated Graduation: June 2014
Cumulative GPA: 3.58

Employment: **Volunteer Firefighter - Jefferson County Fire District**
(October 2011 – Present)

P.O. Box 30, Madras, OR 97741 • Phone: [REDACTED]

Specific Duties: Respond to emergency calls, perform station and equipment maintenance, and attend 2-8 hours of training per week. Respond on average to 214 calls a year; 40% of which are wildland or interface calls.

Assistant Crew Leader - Central Oregon Youth Conservation Corps (COYCC)
(June 2012 – August 2013)

813 U.S. 97, Madras OR 97741 • Phone: [REDACTED]

Specific Duties: Fire fuel reduction through overload removal and aggregation, repaired fencing, marked trees for scientific tracking, and restored Forest Service campgrounds. Contacted Central Oregon Interagency Dispatch Center and completed and filed daily paperwork. Completed extensive fire line digging for forest service prescribed burns.

Skills:

- American Heart Association CPR for the Professional Rescuer
- S-130: Wildland Firefighter Training
- S-131: Advanced Wildland Firefighter Training
- S-190: Introduction to Wildland Fire Behavior

Activities:

- Madras FFA Chapter (2010-Present)
- Central Oregon FFA Dst. (2010-Present)
- Volunteer Firefighter (2011-Present)
- Varsity Cross Country (2010-2012)
- Todd Beamer Memorial Run (2012)
- Varsity Track (2011-Present)
- Community Kitchen (2011-Present)
- FFA Leadership Camp (2010-2013)

Achievements:

- Jefferson County Fire District Q-1 Volunteer of the Quarter (2013)
- Central Oregon FFA District Treasurer (2013-2014)
- Madras FFA Chapter Vice President (2013-2014)
- Jefferson County Fire District Rookie of the Year (2012)

References: Tom Jaca, Asst. Chief/ Fire Marshall, Jefferson County Fire District #1, Madras, OR

[REDACTED]

Nichole Scholz, Agriculture Teacher, Jefferson County School District, Madras, OR

[REDACTED]

Tamara Rufener, COYCC Crew Leader, Madras, OR.

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