

[REDACTED]

October 29, 2014

James A. Shiflet
National FFA Center
6060 FFA Drive,
Indianapolis, IN 46268

Dear Mr. Shiflet:

Recently, I saw an advertisement on HansenFarmCareers.com concerning a position for a garden center assistant at Eastside Market. It is with great pleasure that I submit this résumé for consideration for the position. I strongly believe that my management abilities and leadership skills, along with my solid work ethic, experience, and education make me a perfect candidate for your employment.

Currently, I am a part time gardener at Foerschler Estates where I plan and organize the vegetable garden, plant vegetable crops, and assist with the harvest of all crops. Additionally, I maintain all of the raised flowerbeds, patio pots, and containers of plants, which helps to maximize the beauty of the property. I am also responsible for providing general health care to the plants, inspecting the crops for any deficiencies and maintaining all of the tools and equipment used around the estate. These experiences have prepared me to be a garden center assistant and will allow me to be a valuable asset to Eastside Market.

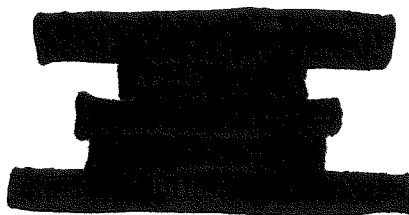
In addition to my gardening experiences at Foerschler Estates, I work at Hoffman Farms where I help to maintain the facilities by maintaining the turf grass and removing unwanted vegetation from the shrub and flowerbeds. Additional responsibilities include vaccinating and castrating calves as well as caring for swine. I also assist in cattle parturition, and care for newborn calves. Additionally, I assist in forage production, mix, manage and develop feed rations, as well as water all of the cattle.

I am very interested in this position, as it will assist me with the development of my occupational skills and experiences. I am confident that my background and career objective of working as a garden center assistant match your job specifications and will greatly benefit Eastside Market. I am enclosing my résumé, which further outlines my experiences. I would be willing to meet with you at any time to share more information about my qualifications. You may reach me at [REDACTED] or at [REDACTED]. Thank you for your time and consideration.

Sincerely,

[REDACTED]
[REDACTED]

Enclosure: Résumé



OBJECTIVE:

To obtain a position as a garden center assistant using my previous experience and skills working with vegetable gardens, house plants, trees, shrubs and annuals

EDUCATION:

May 2015 Chapman High School, Chapman, Kansas, Anticipated Graduation

- Achieved Cumulative GPA of 3.92

August 2010 Relevant Coursework
to Present

- Chapman High School Horticulture 1 Class
- Chapman High School Agriscience Class

EXPERIENCE & SKILLS:

August 2010 **Foerschler Estates - Abilene, Kansas**
to Present *Laborer*

- Evaluate, analyze and inspect all vegetable crops for any deficiencies as needed
- Harvest, sanitize, process, can and efficiently store all fruits and vegetables including; strawberries, beans, tomatoes and carrots that are sold or consumed
- Conceptualize and devise the marketing plan for the products to be sold
- Monitor, evaluate and administer proper moisture levels for all shrubs, groundcovers, perennials, garden crops and annuals
- Develop a working inventory and manage the sale of all products
- Design, layout and maintain a 400 square foot vegetable garden

August 2010 **Hoffman Farms - Abilene, Kansas**
to Present *Farm Hand*

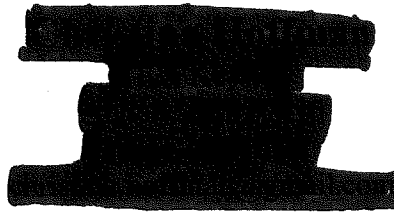
- Assist in all aspects of the farm including the day-to-day operations and general health care of crops, livestock and maintaining the facilities as needed
- Calculate and perform financial analysis for the purchasing of livestock feed
- Mix and manage feed rations and regulate the nutrition value of all feed products that are fed to cattle and swine

August 2010 **Davidson Farms and Daycare - Hope, Kansas**
to Present *Child Care Assistant*

- Maintain the welfare of children by feeding, bathing and preparing for life skills
- Efficiently manage the sanitation of the educational and dining facilities
- Enhance the emotional and physical development through stimulating mental and physical activities

HONORS & ACTIVITIES:

2013 to Present • North Central District Reporter
2013 to Present • Chapman FFA Sentinel
2013 to Present • National Honor Society



REFERENCES:

Mr. Trenton Horn

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ms. Jill Martinson

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Mr. Dale Davidson

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Mrs. Shawna Riffel

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]