

[REDACTED]

October 29, 2014

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

Dear Superintendent,

I am writing in regard to the open position for the farm internship at Primrose Valley Farm, where I could work as an integral part of the crew in various aspects of farming and farm management. This position was recommended to me by my agriculture instructor, Troy Talford, based on my skills and interests in vegetable production and business management.

My experience from owning my fresh produce business the past four years has given me valuable knowledge about vegetable production that will make me an asset for this position. I have learned how to effectively control weeds and pests using organic practices to help produce high yields. I'm also familiar with harvesting and packaging produce to sell to customers. I have managed the FFA school greenhouse for the past three years, so I am familiar with seeding and transplanting plants. I look forward to learning more about organic vegetable farming through this internship and applying that knowledge to improve and expand my business in the future. I have taken courses in greenhouse management, advanced chemistry, and biotechnology, which have taught me skills I would need in this position.

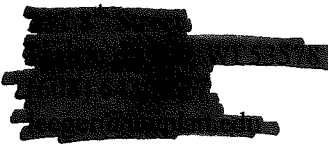
As you can see from my enclosed resume, I have been employed at Devil's Lake Concessions Corporation and Wytenbach Meats. In both of these positions, I have learned how to be a team player to accomplish tasks efficiently, which will help me work well with my crew at Primrose Valley Farm. Due to the fact that this internship requires staying at the farm, I will be available to start after the completion of my academic year on May 23rd.

The past few years I have developed an interest in vegetable production and farming through my work history and classroom experience. I look forward to discussing the details of this position in an interview, as well as how I can positively contribute to Primrose Valley Farm as a farm intern. If you wish to contact me with any further questions, I can be reached at [REDACTED] or [REDACTED]. Thank you for your time and consideration.

Sincerely,

[REDACTED]

Enclosures: Resume, References



EMPLOYMENT OBJECTIVE

Use leadership skills, vegetable production knowledge, and business management experience to obtain a farm intern position at Primrose Valley Farm to supply customers with quality produce, and learn more about organic and crop share farming.

EDUCATION

- University of Wisconsin-Platteville, Major in Soil and Crop Science
Relevant courses:
 - Soil and Crop Science
 - Biology-Unity of Life
 - Intro to Agriculture Education and Extension
- Sauk Prairie High School, Graduated May, 2014
4.19 GPA, High Honor Roll, Top Ten of Class
Relevant courses:
 - Greenhouse Management
 - Biotechnology
 - Advanced Placement Chemistry
 - Agricultural Independent Study

WORK EXPERIENCE

- | | |
|--|-----------|
| Greenhouse Manager
<i>Sauk Prairie High School, Prairie du Sac, WI</i> | 2011-2014 |
| <ul style="list-style-type: none">• Transplant plugs and propagate plants• Program and manage automated watering and fertilization systems• Advertise for FFA spring plant sales | |
| Self-Employed
<i>Prairie Produce, Prairie du Sac, WI</i> | 2010-2014 |
| <ul style="list-style-type: none">• Manage a 1600 square foot produce garden• Seed, weed, transplant, and harvest produce• Package and label produce• Stock and sell produce from a self-serve produce stand | |
| Store Clerk
<i>Devil's Lake Concessions Corp., Baraboo, WI- Summer Employment</i> | 2012-2013 |
| <ul style="list-style-type: none">• Prepare food following safety regulations• Cashier and provide customer service• Rent equipment to park guests• Take inventory and prepare merchandise orders• Clean and stock store | |

WORK EXPERIENCE CONTINUED**Meat Market Assistant**

2011

Wytenbach Meats, Prairie du Sac, WI

- Package meat products following food safety regulations
- Clean processing and packaging equipment
- Cashier and provide customer service
- Stock products in store
- Prepare company and individual orders

ACHIEVEMENTS AND HONORS

- Sauk Prairie FFA – Dekalb Award 2014
- Agronomy FFA Career Development Event Team 2014
–Team Coach, 4th Place Individual at State, 2nd Place Team
- Badger Conference Top Scholar 2014
- Diversified Crop Production Entrepreneurship FFA Proficiency Award 2013-2014
– Gold Rating, 1st place state level
- Outdoor Recreation FFA Proficiency Award 2013-2014
– 1st place local level
- Sauk Prairie Optimist Club – Student of the Month 2013
- Marching Band Drum Major Award 2013

LEADERSHIP TRAINING

- National Officer Training Workshop 2014
- 360 Leadership Conference 2013
- Washington Leadership Conference 2013
- National Convention Communication Workshop 2013
- Sauk Prairie Officer Training Retreat 2011-2013
- Sectional Leadership Workshop 2011-2013
- Halftime Conference 2012
- Experiencing Discovery Growth and Excellence Conference 2010
- State Convention Risk-Taking Workshop 2010
- Greenhand Formal Workshop 2009
- Foundations in Reaching Excellence Conference 2009

SPECIAL SKILLS

- Self-motivated, Dependable, Resourceful, Determined, Responsible, Cooperative, Committed

REFERENCES

Troy Talford

Agricultural Instructor/
FFA Advisor

Kevin Flock



Previous Employer

Shane Been



Assistant Principal