

October 19, 2016

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

Dear Dr. Kirk Swortzel:

I was excited to learn about the Assistant Manager position opening at Prairieland Feeds in the classified section of the News-Gazette. I have a special interest in animal agriculture and therefore, I am seeking the opportunity to contribute to the growth and development of such an important industry.

Throughout my sales experience I have learned the importance of being a leader, creating relationships with customers and becoming knowledgeable on feed products. In addition, I have extended my knowledge through coursework in Agriculture Business, Management, and Biological Science Applications in Agriculture. Lastly, I believe it is important to value teamwork, communication and dedication to obtain goals. I would be eager to utilize my skills, experiences and knowledge in a position within your company.

My resume and references are attached. Please contact me at [REDACTED] or [REDACTED] if you have further questions. I look forward to visiting with you to discuss the position and your needs in detail.

Sincerely,

Career Objective

Enthusiastic and dedicated salesperson seeking to promote animal agriculture products and provide exceptional customer service in an Assistant Manager position with Prairieland Feeds.

Education

██████████ High School

Expected Graduation: May 2017

Honor Roll 2013 - Present

GPA: 3.75/4.00

ACT Preparation for Success Class (*August 2015 - December 2015*)

FFA Communications/Leadership Conference (*August 2015*)

Relevant Courses

Biology 2013-2014

Intro to Ag 2014-2015

Biological Science Applications in Ag 2015-2016

Chemistry 2014-2015

Ag Business 2015-2016

Ag Management 2016-present

Relevant Work Experience

Sales Representative (*August 2015 - present*) *Mahomet-Seymour Ag Supply Store - Mahomet, IL*

- Serve as Director of Public Relations
- Create monthly newsletters for the store, design fliers, develop monthly promotions and participate in monthly Board of Directors meetings
- Advise customers and promote products from brands such as Purina, Canidae, Eukanuba and Wellness
- Train a team of thirteen employees on cold and cool call selling techniques
- Teach employees brand information on feed from our supplier, Prairieland Feeds
- Assist the Store Manager with staff meetings and customer service

Farm Assistant (*May 2010 - present*) *Busboom Dairy Farm - Thomasboro, IL*

- Provide proper feed rations to maximize growth and performance in show heifers
- Promote herd health management
- Prepare and fit heifers for show competition

Activities

- Lutheran Church of Mahomet (2002 - present)
- Holstein Cattle Exhibitor (2009 - present)
- School Volleyball Team (2011 - 2015)
 - Captain (2011 - 2014)
- Student Council (2012 - 2016)
- FFA Career Development Events (2014 - present)
- FFA Varsity Officer Team (2015 - present)
 - President (2016 - present)
 - Reporter (2015 - 2016)
- Freshman Mentor Program (2015 - present)
- Boys Varsity Basketball Statistician (2015 - present)
- Ag Program Leader for Junior High (2015 - present)
- Farm Bureau Ag Camp Leader (2015 - 2016)
- FFA Partners in Active Learning Leader (2015 - present)
- Mahomet - Seymour Ag Day Presenter (2016)
- University of Illinois Dairy Club Volunteer (2016)
- Illinois Soybean Association Field Tour Volunteer (2016)
- National Honor Society (2016 - present)

Relevant Skills

- Presentation Technology
- QuickBooks
- Microsoft Word, Powerpoint and Excel
- Cold and cool call sales

Achievements

- Job Interview CDE: 1st place Section, District and State (2016)
- FFA Outstanding Junior (2016)
- FFA Star Greenhand (2015)
- Academic Letter (2015, 2014 and 2013)
- Bulldog "Character" Award (2014, 2012 and 2011)
- American Legion Certificate of School Award (2013)

Reference List

Jennifer Wherley (*Mahomet-Seymour Ag Supply Store Supervisor*)

202 State St.

Mahomet, IL 61853

Cell: (217) 369-4983

Work: (217) 586-4962

Rick Johnston (*Mahomet-Seymour Schools CUSD #3 Superintendent*)

1001 S. Bulldog Dr.

Mahomet, IL 61853

Cell: (217) 369-4983

Work: (217) 586-2161

Lisa Martin (*Mahomet-Sevmour High School Freshman Mentor Program Coordinator*)