

October 19, 2016

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

Dear Mr. Swortzel:

This letter is in response to the State Apiary Inspector Internship Program listed on your website. I am interested in pursuing an internship opportunity that enables me to assist in the care and maintenance of apiaries. Enclosed is my résumé for your review so you may better examine the assets I have to offer the Tennessee Department of Agriculture and State Apiary Society.

My strong apiculture background, as well as, the knowledge I have acquired through my agricultural education classes and recreational study of bees make me a highly qualified candidate for your internship. As the Wilson Central Farm Manager, I help prepare bee colonies for production and wintering, provide sufficient food reserves, inspect colonies for parasites and diseases, extract and bottle honey, maintain the bee yard, and market hive products to consumers. Furthermore, I have gained knowledge through my completion of Honors Agriscience, during which I had the opportunity to participate in the weekly bee class. I have also personally developed my understanding of bees by reading publications and watching documentaries about apiculture.

Next fall, I will be pursuing a bachelor's degree in agricultural education while minoring in agricultural communications. By interning with a State Apiary Inspector, my understanding of apiculture and the importance of bees in agriculture would be enhanced, thus enabling me to educate others concerning the vital role bees play in our food supply.

The problem solving and critical thinking skills I have gained from my experiences have heightened my understanding of colony life and the challenges bees experience. Please review the enclosed résumé and consider my application for the State Apiary Inspector Internship Program. Should you find me qualified for this position, I would be very interested in arranging a personal interview. Please do not hesitate to contact me for any additional information at [REDACTED] or [REDACTED]. Thank you for your time and consideration; I look forward to speaking with you.

Sincerely,

BRANDON I. DAWSON

19734
Townsend, Delaware 19734

Phone: (302) 437-4521
Email: Dawsonb36@yahoo.com

EMPLOYMENT OBJECTIVE:

In seeking the legislative internship with the [REDACTED] Nature Society, I hope to gain a solid understanding of [REDACTED] environmental advocacy process; especially developing position statements, lobbying with representatives and policy promotion through social media outlets.

EDUCATION:

Duke University: Entrance: August 2016

Durham, North Carolina

Major: Environmental Science and Policy / International Comparative Studies

[REDACTED] **High School:** Graduation: May 2016

[REDACTED]
Middletown, Delaware

GPA: 3.97, Class Ranking: 9/311

- Advanced Placement: Environmental Science, Psychology, Statistics and World History
- Career Pathway: Environmental Science and Natural Resources I, II, III, and IV
- Honors: English, Math, Social Studies, Science and Spanish

EXPERIENCE:

The Bee's Knees, Townsend, Delaware

Owner; Proprietor: May 2013-Present

- Advertise and sell local honey and manage finances of operation
- Maintain overall hive health throughout the season
- Periodically remove capped trays and extract honey to bottle.

Delaware State Parks, New Castle County, Delaware

Youth Conservation Corps (Northern Green Team); Employment: June 2016-Present

- Maintain the trails that span throughout New Castle County
- Remove invasive species from park property
- Work with other DNREC teams to complete parks tasks

University and Whist Club, Wilmington, Delaware

Server/Valet/Grounds Keeping Assistant; Employment: November 2014-July 2016

- Aid with general upkeep and maintenance of the property
- Drive and organize customer vehicles in off location parking lots
- Provide five-star fine dining service and set-up and break down banquets

PROFESSIONAL AFFILIATIONS:

- 2016-2020: Elks National Foundation, *Freshman Representative*
- 2016-2017: Fresh U Publishing, *Contributing Writer*
- 2015-2016: Middletown FFA Chapter, *President*
- 2015-2016: Middletown High School, *National Honor Society President*
- 2014-2015: Delaware's Boy State, *Lieutenant Governor*
- 2012-2014: Middletown High School Class of 2016, *Student Body President*
- 2011-2014: Middletown High School, *Thespian Society President*

COMMUNITY SERVICE:

- Relay For Life Truck Pull (2014-2016)
 - Assist in registration sign-ups and volunteer participation
 - Support with the set-up and breakdown of equipment and promotions
- Appoquinimink School District, Education Fair (2013- 2016)
 - Aid in coordination of vendor and display assignments
 - Oversee volunteer contribution and advocacy of scheduled events
- Middletown FFA Highway Clean Up (2013-2015)
 - Complete and submit proper Adopt-A-Highway paperwork
 - Coordinate transportation and involvement for active participants
- Everett Meredith Middle School Vendor Fair (2013-2015)
 - Manage and recruit National Honor Society participation
 - Organize and document volunteer involvement during event

ACHIEVEMENTS/HONORS:

- 2016: Delaware FFA, State Star Farmer; Entrepreneurship
- 2016: Delaware's Outstanding Career & Technical Education Student of the Year
- 2016: Delaware FFA State Degree Recipient
- 2016: Delaware Poetry Out Loud, Second place
- 2015: National FFA Forestry CDE, Fourth place
- 2015: Delaware Boy State Conference, Lieutenant Governor
- 2015: Rotary Youth Leadership Award Recipient
- 2014: National FFA Extemporaneous Speaking CDE, Semifinalist
- 2014: Delaware Governor School of Excellence in Academics, Delegate
- 2014: Delaware FFA Extemporaneous Speaking CDE, First place
- 2013: Delaware FFA Creed Speaking CDE, Third place

RELEVANT SKILLS:

- Strong Organizational, Communication, and Interpersonal Skills
- Time Management, Strategic Planning and Implementation Abilities
- Ability to Interpret and Follow Oral and Written Instructions
- Maintain Emotional Control While Under Stress

REFERENCES: Available upon request.

BRANDON J. DAWSON

14 Union Church Rd.
Downsend, Delaware 19734

Phone: (302) 437-4331

Email: Dawsonb36@yahoo.com

October 19, 2016

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

Dear Delaware Nature Society:

In applying for the Legislative Internship, posted on the Delaware Nature Society website, I hope to gain real-world experience in advocating for both preservation and conservation of our nation's natural resources. Upon learning of the position at the Delaware Boy's State Conference, from a lobbyist, the thought of applying has been a goal of mine. As a current freshman majoring in Environmental Policy and International Studies at Duke University, I strongly feel my passion and vision go hand in hand with the mission and goals of the Delaware Nature Society and am eager in becoming a part of your team.

Through my work experience with the Delaware State Park Service, and being an officer with several extracurricular organizations, I have garnered various employability skills beneficial to working with the Delaware Nature Society. Increased knowledge of flora and fauna and collaborative experiences involving environmental outreach only strengthen my belief in the purpose and integrity of the internship. My involvement with Delaware Boy's State provided opportunities with local legislative practices focusing on researching and drafting a bill, lobbying for societal issues, and finding a compromise on legal decisions improving my time management, organizational, communication and interpersonal skills. Responsibilities such as chairing FFA committees, planning National Honor Society volunteer events and running the Mock Senate in Boy's State have only enhanced my passion for leadership and local government optimizing my potential success and partnership with the Delaware Nature Society.

In closing, please accept this cover letter and attached resume indicating my intent of application for the Legislative Internship. Additionally, I would appreciate the opportunity to meet and correspond with the hiring committee to express my enthusiasm in becoming a part of the Delaware Nature Society. If you have questions or inquiries, please feel free to contact me at (302) 437-4331 or the email address Dawsonb36@yahoo.com. I eagerly look forward to hearing from you and thank you for your time and consideration.

Sincerely,

Enclosure: Résumé