

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 [REDACTED] or the email address [REDACTED]. I eagerly look forward to hearing from you and thank you for your time and consideration.

Sincerely,

Enclosure: Résumé

CAREER OBJECTIVE

To obtain an internship with the Tennessee Department of Agriculture as a State Apiary Inspector Intern; therefore furthering my knowledge and skills in the field of apiculture.

EDUCATIONAL BACKGROUND

██████████ High School · ██████████

- Anticipated Graduation, May 2017
- Currently a senior with a 4.1 GPA
- Relevant Courses: Honors Agriscience, Principles of Agriculture Mechanics, Principles of Agriculture Business, Honors Leadership and Communication, Advanced Principles of Agriculture Mechanics, Physical Science, Honors Biology, and Honors Chemistry

WORK EXPERIENCE & SKILLS

██████████ Central High School Farm · ██████████

August 2014-Present

Head Farm Manager:

- Formulating balanced rations for poultry and small animals
- Maintaining optimal housing conditions
- Collecting and marketing eggs from hens
- Grooming and bathing of all small animals
- Preparing hives for production and wintering
- Ensuring bee colonies have sufficient food reserves
- Inspecting hives for parasites and diseases
- Monitoring, identifying, and reporting hive health issues
- Collecting and packaging honey, beeswax, and pollen
- Managing bee yard and beekeeping equipment
- Marketing hive products to consumers

Roxy Movie Theater · Lebanon, Tennessee

December 2015-Present

Concession Worker:

- Welcoming and directing customers to theaters
- Answering questions about show times and policies
- Selling tickets and concession items
- Restocking and performing inventory of concession items
- Maintaining restroom facilities

Subway Restaurant · Gladeville, Tennessee

April 2015-August 2015

Sandwich Artist:

- Greeted customers and prepared orders
- Answered customer calls and relevant inquiries
- Operated cash register to record orders and make change
- Restocked and performed inventory of supplies
- Cleaned and maintained the facility
- Performed store closing procedures

ACHIEVEMENTS & HONORS

- 2014 FFA Agricultural Communications Team, 2nd in State
- 2014 Wilson Central Greenhand Conference, Facilitator
- 2014 212/360 Leadership Conference, Attendee
- 2013-14 Honors Agriscience Student of the Year
- 2014-15 Wilson Central FFA Member of the Year
- 2014, 15 TN FFA Leadership Training Camp, Gold Award
- 2014-16 Beta Club, Member
- 2015 FFA Agricultural Sales Team, 3rd in State
- 2015 FFA Parliamentary Procedure Team, 5th in State
- 2015 Middle Tennessee Regional Officer Candidate
- 2015 FFA Chapter Degree Recipient
- 2015 National Honors Society, Member
- 2015-16 Wilson Central FFA Senior Vice-President
- 2015-16 DECA Club, Member
- 2016 Tennessee Governor's School for the Agricultural Sciences,
University of Tennessee Martin
- 2016 Washington Leadership Conference, Attendee
- 2016-17 Middle Tennessee FFA Regional Reporter
- 2016-17 Wilson Central FFA President

VOLUNTEER EXPERIENCE & EXTRACURRICULAR ACTIVITIES

- 2013-16 Wilson County Grist Mill, Volunteer
- 2013-15 Wilson Central FFA parking lot cleanup, Facilitator
- 2013-15 Gladefest Community Festival, Volunteer
- 2013-15 The Bridge Fellowship, Volunteer
- 2013-15 Delivered clothes to homeless on Christmas, Volunteer
- 2013-15 Wilson County Animal Shelter, Volunteer
- 2013-15 Salvation Army, Volunteer
- 2016 Wilson County Fiddlers Grove Volunteer

REFERENCES

Jerry McFarland
Wilson Co. Commissioner

Mike Belcher
Regional Apiary Inspector

Sarah Prater
Agriculture Teacher