

October 19, 2016

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

Dear Dr. Swortzel:

A love for the agricultural industry, floral design, and helping others experience the beauty of flowers have inspired me to pursue a career as a Florist in my local community. Therefore, when I learned of the Flowers by Barrett floral assistant position, I was immediately interested. Flowers by Barrett has a strong reputation of providing quality service and exemplary products to local community members, and it would be an honor to join your team. My background, skills, and goals are a great match to the requirements outlined in your job posting in the October 10th edition of the *Moultrie Observer*. The enclosed resume will provide you with a summary of my qualifications, as well as an overview of my experience in both the floral industry and customer service.

As a sales associate at Three Chicks and a Hen, owner of Buds and Bows, and intern for the Colquitt County Agricultural Education Department, I have learned the importance of teamwork, communication, and the urgency to meet customer needs. I am focused on providing excellent service to clients and am efficient in client consultation and record keeping. I am also proficient in color selection, floral mechanics, event and seasonal design, and communicating with customers to meet their floral needs. In addition to growing up around the agriculture education department at Colquitt County High School, my experience at Buds and Bows and Three Chicks and a Hen has given me insight into the joys and hardships of the floral industry and public interaction in any community.

The agricultural activities that I have had the pleasure of taking part in have taught me to be hard working and responsible. I have also been involved with a variety of projects through The National FFA Organization. These hands-on opportunities have trained me to deal with stressful situations and have shaped me into a multitasker and problem solver. Every floral design is a new challenge, and the job has not been completed until the challenge has been creatively addressed. My past experiences, combined with my knowledge of the agricultural and floral industry, will make me an asset to your business and appeal to both current and potential clients.

In closing, I hope you will review my resume and consider me for employment with Flowers by Barrett as a floral assistant. My work ethic, skills, and prior experience would prove to be an asset. After making contact with my references, I hope you contact me regarding this position at . I will be in contact with your office on October 21st to confirm the receipt of my cover letter, resume, references, and schedule a convenient time for an interview; should my work experience and skills be suitable for the position.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



OBJECTIVE:

To secure the floral assistant position at Flowers by Barret utilizing my floral industry experience, work ethic, and creative talent to better meet the needs of the company and their customers.

EDUCATION:

Abraham Baldwin Agricultural College (Tifton, GA)

August 2016-Present

- Major – Diversified Agriculture/Agricultural Business

Colquitt County High School (Moultrie, GA)

May 2016

- GPA - 3.9/4.0, rigorous Accelerated Prep and Honors
- Agriculture Education Courses: Floral Design and Management, Plant Science, and Agricultural Leadership
- Computer Applications Courses: Proficient in Microsoft Word, Excel, and PowerPoint

EXPERIENCE:

Buds and Bows: Owner (Funston, GA)

August 2013-Present

- Consult with clients to make recommendations for flower choices and design based on a budget
- Communicate with wholesale florist to choose hard goods and floral goods to meet the needs of customers
- Plan and design creative floral arrangements to satisfy client needs
- Coordinate special event decorations and floral work such as homecoming, prom, weddings, and other events
- Design arrangements to coordinate to specific personal preferences

Colquitt County Agricultural Education Department: Intern (Moultrie, GA)

August 2011-Present

- Assist in clerical duties including photocopying, faxing, and filing paperwork
- Work as teacher's assistant for Floral Design class
- Maintain floral materials by ordering necessary flowers and hard goods, cleaning and organizing tools, and providing proper interior maintenance on floral cooler
- Coordinate events by creating promotional materials and buying supplies for FFA activities

Three Chicks and a Hen: Sales Associate (Omega, GA)

June 2009-Present

- Answer phone, relay messages, and contact customers regarding their orders
- Conduct inventory counts, restock shelves, contact suppliers, and complete reorders of products
- Complete customer transactions, offer advice, and aid in customer decisions

ACTIVITIES AND HONORS:

National FFA Organization

August 2009-Present

- Georgia State FFA Convention – Delegate, Foundation Ambassador
- National FFA Convention - National Delegate
- Georgia Area 5 Officer - President, Sentinel, Jr. Representative
- Colquitt County FFA Officer - President, Vice President
- Prepared Public Speaking Career Development Event - State Final Four
- Floral Design Career Development Event - State Runner Up
- Washington Leadership Conference - State Scholarship Recipient

Georgia Electric Membership Cooperative

June 2015

- National Washington Youth Tour Scholarship Recipient

Colquitt County Chamber of Commerce

August 2015-May 2016

- Leadership Colquitt Team Member

Colquitt County Schools

August 2002-May 2016

- Georgia Merit Scholar (Top 5% of class)
- Outstanding Horticulture & Animal Science Student

Colquitt County High School Spanish Club

August 2012-May 2016

- Member

REFERENCES:

Mrs. Adrienne Smith (Agriculture Teacher)

Mrs. Lauryn Niday (President)
Moultrie Junior Woman's Club