
October 29, 2014

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

Dear Mr. Shiflet:

I am writing to you in regards to the open Farmers' Market Vendor Coordinator position at Nisqually Springs Farm, which I came across in the local newspaper. I am very interested in this position as it will be an excellent way to utilize the skills I have been extensively developing. Nisqually Springs Farm is a large part of our community and has a great atmosphere that I would value the opportunity to learn from. As you consider my interest and qualifications, please refer to the attached resume, which highlights my education and work experience.

For some, speaking with others is their largest fear. However, it is something that I have always excelled at. In my previous work experience as a Courtesy Clerk at Safeway, my communication skills provided me with opportunities to meet with new people, identify their needs, and work towards making everyone's experience better. My customer service skills have been further developed through my experience at the Shorno Farm Corn Maze as well as being a host at Casa Mia. My leadership, communication, and teamwork abilities have also been developed through my volunteer work, community service, and extracurricular activities. While at Yelm High School, I have had the opportunity to organize and lead many community service activities, such as the Plant an Extra Row Campaign and Feeding the Future project. These have taught me the value of quality work and how to exceed expectations, as well as, the importance of serving those in our community. These experiences have sent me down my desired career path into the agribusiness field. I am confident Nisqually Springs Farm will benefit from my career goal through the customer service abilities I possess and the quality of my work.

I would appreciate the opportunity to meet with you in person to further discuss my skills and experiences. Please feel free to reach me by email at [REDACTED], by phone at [REDACTED] or by mail at [REDACTED]. Thank you for the time and consideration given to my interest in this position. I look forward to hearing from you.

Sincerely,

[REDACTED]
Enclosure: Resume

OBJECTIVE

Obtain Farmers' Market Coordinator position at Nisqually Springs Farm utilizing the skills, abilities, and knowledge that have been gained through my experience in the agribusiness field.

EDUCATION

Yelm High School, 1315 Yelm Ave. W., Yelm, Washington 98597

Graduate *June 2015*

GPA 3.86

- Relevant Courses:
Honors Plant Biology, Landscape Design, Natural Resource Science, Floral Design I & II, Leadership, Spanish I, II, & III, Honors and AP courses.

EXPERIENCE

Safeway, Head Promotional Courtesy Clerk ~ *July 2013- current*

- Provide over 500 customers daily with feature product promotional information
- Store contact for coordinating vendor promotions
- Provide up to 800 customers, per day, with customer service
- Handle customer complaints, and resolve conflicts

Shorno Farm Corn Maze, Shift Leader ~ *Fall 2013*

- Directed and organized 325 cars in parking lot daily
- Ensured child safety around the 30 animal petting zoo
- Promoted Yelm FFA community outreach through promotional flyers and education booth to 500 guests daily
- Served as group leader and training coordinator for above activities

Casa Mia, Hostess ~ *March 2013- July 2013*

- Greeted and sat 75 guests in restaurant daily
- Created welcoming atmosphere with prompt beverage service including daily special suggestions
- Finished guest's visit and ensured customer satisfaction

VOLUNTEER EXPERIENCE

Plant an Extra Row, *Spring 2013- Fall 2014*

- Directed over 56 students and assist in harvesting 3,096 lbs. of fresh produce to date
- Helped implement a fertilizer and irrigation program that increased production by 23%
- Wrote 2014 Food for All grant and campaign program of activities

YHS Green House Assistant, *May 2013, May 2014*

- Assisted 47 customers in choosing plants and navigating greenhouse during sale
- Planted, and provided daily maintenance to 235 hanging baskets
- Cleaned up to 10,258 sq. ft. of greenhouse weekly

Klumpp's Landscaping, *June- July 2013*

- Assessed previous landscape and assisted in developing new design for the 2 acre area
- Pulled countless weeds and planted over 50 new plants and shrubs in design
- Served as leader of 5 others in spreading ground cover

Community Service, Activities, References

COMMUNITY SERVICE

Feeding the Future, 2013-2014 school year

- Oversaw elementary crop growth for 42 gardens on 6 sites, and donated 623 lbs. of produce directly from these beds
- Developed plant science curriculum based on grade level state learning standards, and implemented activities to over 250 elementary students

Hop For Hunger, Spring 2014

- Secured over 15 community business sponsorships
- Assisted in the collection of nearly 1 ton of food and a \$2,198 donation to Yelm Community Services, resulting in a 35% growth from previous year

Sophomore Orientation Coordinator, August 2013

- Assisted in organizing sophomore orientation; Serving as orientation leader to over 400 incoming sophomores
- Provided small group school tours

EXTRA-CURRICULAR

FFA, 2012- 2015 school years

- Chapter President, 2014-2015 school year
- Chapter Treasurer, 2013-2014 school year
- Community Service Committee Leader
- Prepared Public Speaking
- Agricultural Sales

9th Grade Campus ASB President, 2011-2012 school year

- Listened to student body requests, created resolution plans
- Worked with four other officers in weekly meetings and event planning

HONORS

- FFA Star Chapter Degree, 2013-2014 school year
- FFA Prepared Public Speaking 1st place in Washington State, 5th in Nation
- FFA Agricultural Sales CDE 1st team, 5th high individual in Washington State
- Church Youth Group, age group President, 2011-current
- Academics President Award for 3.5 GPA or higher, 2009-2014 school years
- YHS Honor Roll, 2009-2014 school years
- National Honors Society Member, 2013- 2015 school years

REFERENCES

Glenn Shorno

[REDACTED]

Lori Broadwell

[REDACTED]

Matt Mounts

YHS Ag-Science Instructor

[REDACTED]