

Josie 4-Her
12345 Rd. W121
Somewhere, KS 69247

February 11, 2019

Mr. Twin Creeks
Extension District
123 4-H Street
Skills, KS 97531

Mr. Twin Creeks:

My name is Josie 4-Her. I am a senior at A+ Community High School where I am very active and involved in the many activities that the school has to offer. I am applying for the open secretary/cattle-hand position at the Good Sales Livestock Auction, which was advertised in the USA Daily Gazette this past month. This position seems to fit very well with my experience and career interests.

Your position requires knowledge in the field of livestock, as well as office and secretarial work. My current position includes: working on my family farm as a part-time hired hand and part-time at the K-State Extension office as an office professional. My job requires me to take general care of our livestock, which includes sheep, pigs, cattle, chickens and horses. I run farm equipment during harvest, as well. At the Extension office, I assist in customer service, compose and generate emails, and take inventory of all items necessary for the local fair. I have general knowledge of farm animals with exposure to animal health care, as well as experience and knowledge with people and customer service.

My background experience, education, and goals seem to fit your job requirements well. I am confident that I can perform in the job effectively. If you would like someone who is good with animals, as well as with people, I am certain that I would be a good fit for this position. Your services have an excellent reputation and come highly recommended. Please consider my request for a personal interview to further discuss in detail my qualifications for this position and to learn more about the open position. Please feel free to contact me at (785) 123-4567 or at josie4@gmail.com to arrange a personal interview if necessary. Thank you for the consideration, and I look forward to speaking to you soon.

Sincerely,

Josie 4-Her

Enclosures: Application
Resume