

Student Name

1234 W. Ave. Stillwater, OK 74074 | (000) 000-0000 | student.name@okstate.edu

Education

Oklahoma State University Stillwater, OK

- Bachelor of Science in Animal Science
- Major: Animal Science – Production

Expected Graduation Fall 2020

GPA: 3.42

Minor: Equine Enterprise Management

Work Experience

Sales Associate | Jo-Ann Fabric and Craft Stores

October 2018 to current

- Organize store within communicated guidelines
- Maintain fabric station by cutting fabric and giving fabric advice for different projects
- Uphold an energetic and approachable attitude throughout shifts

Student Development Officer | OSU Foundation

September 2017 to October 2018

- Communicated with diverse group of Alumni, and Friends of Oklahoma State University
- Fundraised over \$7,000 for diverse funds that help the university
- Created positive conversation

Extreme Serve Counselor | Camp XYZ

May 2018 to July 2018

- Obtained Seasonal Assistant Certificate from Certified Horsemanship Association
- Taught ages seven to seventeen horseback riding in western seat
- Balanced duties between teaching and monitoring personal group of kids
- Maintained a stable of twenty-six horses with varying age range

Team Member | Love's Travel Stop

June 2017 to August 2017

- Improved time management skills during regular shifts
- Maintained balance of money drawer for an extensive period
- Emphasized sale points of merchandise when on promotion
- Delivered friendly guest service and heartfelt hospitality to customers and co-workers

Leadership Experience

- Held membership in German Honor Society **2016-2017**
- Demonstrated leadership qualities by leading various projects during membership with Girl Scouts (ex. Reconstruction of Pre-school Library) **2011-2017**
- Taught younger girls equine safety while performing drills/patterns **2011-2014**

Activities and Volunteer Experience

Humane Society
Delta Delta Delta
AG 1011 SAM

On the Block
Town East-Galloway Animal Clinic
Freshman In Transition

Scholastic Honors

- Out-of-State Achievement Scholarship **Current**
- Citizen of Potawatomi Full time Student Scholarship **Current**
- Gravelle Scholarship **2017-2018**
- OSU-DFW Brighter Orange Scholarship **2017-2018**
- J Fleming Memorial Freshman Scholarship **2017-2018**

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References

Academic

Jean Smith
Professor/Equine Center Herd Manager
Oklahoma State University
321 W McElroy
Stillwater, OK 74078
000.000.000
smith@okstate.edu

Professional

Jim Jones
Permanent Staff/ Barn Manager
Camp XYZ
123 Camp Loop
Rogers, IN 01234
111.111.111
jones@camp.org

Personal

John Nguyen
Owner
Daycare Center
132 Jump Street
Greenville, TX 43210
222.222.222
nguyen@global.net

1234 W. Ave.
Stillwater, Oklahoma 74074

February 19, 2019

Hiring Manager
JOY Ranch Company
768 JOY Ranch Rd.
Wayne, Oklahoma 73095

Dear Hiring Manager:

I would like to apply for the Horse/Breeding Manager position advertised through RanchersWork.com on October 24. My experience with horse breeding in quarter horses as well as my minor in equine enterprise management, which includes finances, would allow me to make a significant contribution to your company.

My education and research as an animal scientist could greatly impact your company. As an Animal Science: Production major at Oklahoma State, I have been studying and researching animal physiology and behavior psychology. Specifically, Professor Salak-Johnson, my livestock behavior handling professor, and my class have studied various species natural behaviors, and social cues. I have also studied and trained foals through halter breaking, saddle breaking, and socialization skills.

I also worked as an intern for Humphrey Quarter Horses for the past two summers, a quarter horse breeding ranch that has an operation in Whitesboro, TX. From your website, I see that your operation of horses consists of mostly performance horses. At Humphrey Quarter Horses the stallions they breed hold backgrounds in the National Reining Horse Association, and so do their progeny. My work already in the breeding of performance horses would be helpful on the ranch to successfully bring along great foals with impeccable pedigrees.

Finally, my last complimentary skill I would bring to the ranch which is important in the horse industry is a love and compassion for not only the work we do, but the horses that help us do it. My emotional investment with horses goes as far back as my preteens when I was not only injured and recovering but was given a horse who also was recovering from surgery named Murphy. That broad, reining, strawberry roan holds a special place in my heart, as we both worked together to make a full recovery and go on to do great things. With my passion for horses, background and communication skills I would contribute greatly to your operation.

Thank you so much for this opportunity to apply for your opening. I look forward to communicating with you further on this great opportunity. I can be contacted on my cell (000-000-0000) or through e-mail (student.name@gmail.com).

Sincerely,

Student Name