

100 Stadium Drive
Columbus, Ohio 43210

December 1, 2015

Ms. Jan Smith
Science & Discovery Learning Center
1234 Innovation Rd.
Kansas City, MO 66701

Dear Ms. Smith:

I am writing to express my interest in the animal care internship with the Science & Discovery Learning Center. I learned of this opportunity while reviewing the October 2015 issue of the Science & Discovery Magazine. The animal care internship sparked my interest as I will be seeking a full-time position in science education, preferably through the use of animals, upon graduation in a year and a half. Based on the internship description, I believe I have the qualifications you are seeking in an intern.

As you will note in the enclosed resume, I am a junior majoring in animal sciences at The Ohio State University. Through my practical experience working with animals at both the Columbus Zoo and Aquarium and at our family veterinary clinic, I have gained valuable skills in observing behavior, recognizing disease, treating injuries, and managing diets. As an education intern with the Columbus Zoo and Aquarium last summer, I had the opportunity to work with, and care for, a variety of animals used in our zoo camp for kids.

In addition to my animal-related experiences, I have developed strong communication, leadership, and intangible skills working with the students in my hall as a residence assistant (RA). Through my role as an RA, I've facilitated conflict mediation on a regular basis, and served as a resource for others with academic, institutional, or personal questions. Assisting students with a variety of questions, problems, and concerns has required critical thinking and problem solving skills to properly assist peers and decrease stress.

The skills gained through my academic background, animal experiences, and role as an RA, I believe, will help me to contribute to the success of Science & Discovery Learning Center. I will be in Kansas City the first two weeks of January, and would appreciate the opportunity to discuss my application with you in person. Next week I will call your office to arrange a meeting time. Should you need additional information in the interim, please contact me at (614) 302-1234. Thank you very much for your time and consideration. I look forward to meeting you.

Sincerely,



Brutus Buckeye

Enclosure

100 Stadium Drive
Columbus, Ohio 43210

November 15, 2015

Dr. John Adams
XYZ Company
1234 Red Road
DeForest, WI 53532

Dear Dr. Adams:

After visiting with Mr. Company Recruiter at the College of Food, Agriculture and Environmental Sciences Career Expo at The Ohio State University, he thought my background and flexibility to relocate would make me a great candidate for the dairy nutrition assistant position. I will receive my B.S. in Nutrition in May 2016 from The Ohio State University. My interest in dairy nutrition started while in high school through interacting with the dairy nutrition consultant at our family-owned dairy. The value he brought to our operation was immense, and it motivated my undergraduate studies in nutrition with an emphasis in dairy science.

As you will note in my enclosed resume, I had the opportunity to conduct a two-year honors research project in dairy nutrition. The project focused on the interaction of feeding ruminants with dietary fat and carbohydrate components on ruminal fermentation and the subsequent responses by dairy cows. The research allowed me to gain skills in research design, experimentation, and analysis. Through this experience, I was able to present my research at the university research forum and the American Society of Animal Science meetings.

In addition to my research, I've had the privilege of representing the College of Food, Agricultural and Environmental Sciences as an Ambassador. The ambassadors are important to the College recruitment efforts via event programming and communication. As a dairy nutrition assistant, communication skills, knowledge of the dairy industry, and nutrition are crucial. Through my experiences presenting research, communicating as an ambassador, completing a nutrition program specifically in dairy science, and background in the dairy industry, I believe, make me an outstanding candidate for this position.

I am very interested in talking with you further about the dairy nutrition assistant position with XYZ Company; I feel my passion for industry, combined with the communication and analytical skills I've built, will allow me to make a positive impact on the company. I can be reached at (614) 302-1234 or via email at buckeye.1@osu.edu. Thank you for considering my request. I greatly look forward to talking with you.

Sincerely,



Brutus Buckeye

Enclosure

100 Stadium Drive
Columbus, Ohio 43210

February 15, 2016

Mr. James Doe
Big Kentucky Farm
100 Fence Lane
Lexington, KY 40502

Dear Mr. Doe:

I am writing to apply for the marketing and pedigree analysis representative position available at Big Kentucky Farm. Leslie Janecka, Coordinator of the Kentucky Equine Management Internship Program, notified me of this position as I've been working with a few bloodstock agents since completing a yearling preparation and sales internship last fall. Through the internship, I realized that my passion lies in pedigree analysis, and between that and my educational and professional training, I believe I am an excellent candidate.

As you can see from my enclosed résumé, I am completing a degree in animal sciences with a minor in marketing and an emphasis in genetics. In terms of my marketing experience, I completed two relevant internships: one that provided valuable exposure to marketing plan development for a thoroughbred farm; the second, with a large trade organization, gave me the opportunity to coordinate a community involvement campaign and market an associated youth leadership workshop to potential participants.

The yearling sales preparation internship that I completed last fall gave me the opportunity to sharpen my horsemanship skills, participate in the Keeneland September Yearling Sale, and to attend the Thoroughbred Genetics Symposium. The symposium focused on the tools and technology available to make sound breeding decisions, and the new concepts, products, and ideas affecting the industry. Beyond these experiences, I had the opportunity to work part-time in the front office, researching broodmare pedigrees and racing histories for potential matings.

My research has revealed that Big Kentucky Farm is truly the premier thoroughbred farm in the country. The educational background, skills and goals that I possess appear to match those outlined in your position announcement. I am genuinely interested in contributing to the further success of Big Kentucky Farm, and I will call you late next week to see if a meeting time can be arranged. Please feel free to contact me at (614) 302-1234 or via email at buckeye.1@osu.edu in the meantime. Thank you for your time and consideration.

Sincerely,



Brutus Buckeye

Enclosure