

Curt Johnson

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April 11, 2020

Test-a-Rific Laboratories
88888 NE Circle Blvd.
Corvallis, OR 97330

Dear Ms. Leslie Knope:

I am writing to apply for the Laboratory Assistant position with Test-a-Rific Laboratories at the Corvallis, OR, location. My background in chemistry, biology, and natural sciences provides me with an excellent foundation of knowledge that I am excited to bring to your environmental testing laboratory.

First, I recently obtained my bachelor's degree in environmental science with a minor in chemistry. Through coursework and projects, I developed scientific skills such as UV and atomic absorption spectroscopy, gas and liquid chromatography, fluorometry, titration, and potentiometric calculations. For example, I completed a self-paced laboratory course which allowed me to work independently and become familiar with various types of analytical equipment. To be successful in this course, I needed to determine the value of the unknown for each of 10 experiments within one percent of the accepted value. Based on this experience, I am confident I can follow scientific procedures and learn to use the equipment in your lab quickly.

In addition to my scientific background, I am someone who prides himself on completing tasks efficiently and bringing a strong work ethic into everything I do. For instance, as part of a recent restoration planning project for my major, I had multiple objectives with firm deadlines to meet, such as site visits to the Bald Hill Natural Area, project timelines, and budget breakdowns. I collaborated with three team mates to ensure we always met our goals and communicated effectively about the tasks needing completion. Ultimately, we provided a thorough assessment and recommendation report to the county to inform future decision making.

This position represents a great opportunity to utilize my background while gaining invaluable experience within a working laboratory. I hope to hear from you soon about the possibility of an interview. Thank you for your time and consideration.

Sincerely,

Curt Johnson



February 9, 2018

Karen Swinton
Human Resources Manager
Northwest Consulting
544 Main Street
Santa Cruz, CA 97000

Dear Ms. Swinton:

I am applying for the position of business coordinator at Northwest Consulting on the recommendation of Sebastian Powers. I am an energetic and dynamic person, capable of thinking creatively, who also possesses experience in business and finance. I am eager to develop a long-term career in management consulting and am interested in discussing with you how my skills could be valuable to your organization.

My immersion in the world of business and finance began as an intern at Hemisphere Financial Advisors. Even as a college junior, I regularly cold-called CEOs and the owners of successful Portland corporations to persuade them to meet with me. I attribute my success to an ability to think creatively, understand complex information, and communicate crisply. I effectively explained to customers the value my firm could provide in tax, legal, insurance, and investment realms. I helped clients understand large ideas in simple terms, motivated them to action, and then cooperated with a team of global associates to implement leads.

My wide-ranging college career has provided me with a combination of skills and experience that are well-suited to the challenges of consulting. My senior ecology thesis involved extensive research, and required me to convey my ideas concisely in an oral presentation and a comprehensive treatise. Several leadership positions in a variety of activities throughout my years at Oregon State required me to organize my time and resources efficiently and to assist others in doing the same.

My distinctive background has well equipped me with tools that will make me valuable to Mermaid Consulting. Thank you for your time and consideration. I'm available to answer any questions you may have and look forward to hearing from you soon.

Sincerely,

Ariel McKay
7241 NW Adairs Rd., Albany, Oregon
(541) 738-1234 | mckaya@gmail.com

September 17, 2020

Sonoma County Agricultural Preservation & Open Space District
747 Mendocino Avenue, Suite 100
Santa Rosa, CA, 95401

Nick Salvatore
123 NW Street
Santa Rosa, CA 95401

Dear Hiring Manager:

I am applying for the position of *Sonoma County Agricultural Preservation & Open Space District Agricultural Specialist*. With the mission of preserving natural ecosystems while also protecting farmers, I find this position exciting. In *Nature's Value in Sonoma County* on your website, you describe the importance of natural capital as something extremely valuable to society, and I couldn't agree more. I've been focused on how to achieve farming practices, while also maintaining the ecosystem since the beginning of my education. It's refreshing to see this balanced approach.

I can offer Sonoma County a diverse agricultural background, strong written and verbal communication skills, and a tenacity toward accomplishing my goals. My agricultural sciences degree gave me a wide range of skills including practical farming information, legal work, accounting, using computer software, grant writing, knowledge about our global food system, and the larger political issues surrounding food and land use. Immersing myself in many different subjects taught me how to adapt my learning style, and on your team, I see myself picking up your core business and needs quickly.

Additionally, when I am given a new task, I will work towards that goal by researching and doing whatever hands-on tasks are necessary to make it happen. For example, when I was working for Alphonse Farm, I initially didn't know anything about bee keeping. The owner wanted to begin an apiary without using chemicals to sustain the local honey bee population. I read books, found plans online to build hives, and built several swarm traps to catch wild bees. After setting the traps, I caught my first swarm and was able to establish a colony. Years later his vision of supporting the wild bee population has been successful because the hive is holding up well and propagating more colonies.

With hands on experience working with farmers, a qualified degree, and two permaculture design certificates, I can apply my personal experience and knowledge to benefit your team. I am very interested in an interview to further discuss my qualifications. Thank you for your time and consideration.

Sincerely,

Nick Salvatore