

Sadie Vander Wal

39605 156th St. | P.O. Box 111
Brentford, South Dakota 57429
Phone: (605) 887-3242 | Email: SV3077@k12.sd.us

February 20, 2017

Dr. Terry E. Johnson, Director
Human Resources
Merit Corporation
1640 Franklin Place
Washington, D.C. 20041

Dear Dr. Johnson:

I am writing to express my great interest in the administrative assistant position that is available at Merit Corporation. I believe that my exposure to the business world, experience with leadership positions, and education in various business-related subjects gives me the qualifications necessary to fulfill the requirements for this position. Some of my qualifications for this position include familiarity with the business field, leadership abilities inside and outside the classroom, and the ability to complete projects efficiently with a team or independently.

The business field has greatly interested me, and I believe that this position with your company would suit me well. Not only have I completed courses in business principles, accounting, business management, and advanced computers, but I have completed numerous web design, business plan, sales, public speaking, and customer service projects through classroom and extra-curricular activities that have given me the skills necessary to fulfill the duties of this position. Throughout high school, my work, volunteer, and activity experience have also given me the skills necessary to communicate well with people, work with others, and think quickly on my feet. In addition to these activities, I work diligently at school, maintaining a 4.211 GPA on a 4.0 scale and earning a composite ACT score of 32. All of these experiences have prepared me for this position, and I believe these skills would be a great asset to your company.

My numerous leadership positions have also taught me the discipline of working in a timely, efficient manner in order to complete projects with extensive quality while working independently or with a team to carry out tasks. My perseverance in school and other activities has given me a strong work ethic and motivation to pursue my goals. For more qualifications, please refer to my enclosed resume.

I sincerely appreciate and thank you for taking the time to consider my application, and would like to request an interview regarding the position. Please feel free to contact me with any questions you may have concerning my application or resume or to set up an interview. Thank you again for considering my application for employment as an administrative assistant at your company.

Sincerely,



Sadie Vander Wal

Enclosure

Sadie Vander Wal

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Objective

Obtain a position as an administrative assistant

Education

Northwestern High School

August 2014-Present

General Studies

Relative Coursework: Introduction to Business, Business Management, Career Exploration, Accounting I, Advanced Computers, and Pre-Calculus.

Anticipated graduation: May 2018

GPA: 4.211 on a 4.0 scale

ACT: 32

Skills

- Experienced with Microsoft applications, including Word, PowerPoint, Excel, Access, Expression Web and Publisher, along with Adobe Photoshop.
- Active in many extra-curricular activities and held various leadership positions in each.
- Familiar with business activities and duties through involvement and leadership skills from involvement in Future Business Leaders of America.
- Has completed numerous business-related projects geared to creating business plans, selling products, creating business websites, writing speeches to promote an organization, customer service etiquette, and proper meeting procedures.
- Demonstrates leadership through all activities by holding positions, leading projects, and working with others as a team.
- Has led numerous community service and volunteer projects with groups.
- Dedicated to all activities and projects in order to accomplish main goal.
- Demonstrates responsibility in school, on the job, and in organizations.
- Perseveres despite any obstacles.

Activities

FFA (Grade 11)

Journalism (Grades 10, 11)

4-H (8 years)

Academic Quiz Bowl Teams (Grades 9, 10, 11)

Livestock Showing (8 years)

Robotics (Grades 9, 10, 11)

Oral Interpretation & Plays (Grades 9, 10, 11)

Shooting Sports (8 years)

Band/Chorus (Grades 5-11)

Competition Cheer & Dance (Grades 8, 9, 10, 11)

Robotics (Grades 9, 10, 11)

Honor Roll (Grades 9, 10, 11)

Science Fair (Grades 9, 10, 11)

Piano (11 years)

Junior Leaders (Grades 9, 10, 11)

International Science Fair Finalist (Grades 9, 10)

American Legion Junior Auxiliary (14 years)

Future Business Leaders of America (Grades 9, 10, 11)

Work Experience

Vander Wal Livestock

Farm Hand

January 2011-present

Supervisor: Mr. Jeff Vander Wal

Responsibilities and skills: Administered shots, tattooed cattle, artificially inseminated cows and heifers, detected estrus, fed livestock, baled and stacked hay, fixed fence, monitored animal health and safety, cleaned lots and pens, compiled animal records, and chose genetically superior breeding stock.

Stuck on Scrapbooking

Employee

May 2016-present

Supervisor: Mrs. Michelle Stuck

Responsibilities and skills: Organized inventory, cleaned store, packaged shipments, stocked new inventory, priced items, chose items for clearance, cut layouts, assisted customers, prepared facilities for retreats, designed new layouts, and rearranged product layout.

Babysitting

Care Provider

June 2012-present

Supervisors: Craig and Ashlee Hansen, Katie and BJ Hansen, Kathy and Bryce Ruesink, Amber and Brent Fortin, and Nate and Michelle Stuck

Responsibilities and skills: Cooked meals, changed diapers, organized activities, played games, and arranged bedtimes.

Leadership & Achievements

- Northwestern Area FFA Chapter President (2016)
- South Dakota FBLA State Reporter (2016-2017)
- Northwestern FBLA Chapter President (2016)
- Prairie Lassies and Clippers 4-H Club President and Secretary (2011, 2012, 2013, 2016)
- South Dakota Junior Red Angus Association Vice President (2015-2016)
- Various FBLA, 4-H, and American Legion Junior Auxiliary leadership awards
- Straight A Honor Roll (2011-present)
- 2nd and 3rd place national BB gun team member (2014, 2016)
- Various 4-H beef, swine, and sheep showing and showmanship awards on county level
- Various 4-H beef showing and showmanship awards on state level
- 3rd place senior individual at state 4-H livestock judging contest and Western National Roundup team member and state representative (2016)
- Numerous state FBLA awards (2015-2016)
- 8th place in Introduction to Business Communications at national FBLA (2015)
- Local and regional science fair awards and two-time International Science and Engineering Fair finalist
- Various music and drama awards
- Various academic and quiz bowl competition awards

References

Mrs. Michelle Stuck: Employer
P.O. Box 6
Brentford, SD 57429
(605) 228-4253

Mrs. Denise Clemens: Lab Supervisor
P.O. Box 31
Northville, SD 57465
(605) 887-3467

Mrs. Noelle Swanson: Ag Instructor
507 Jefferson Avenue
Frankfort, SD 57440
(605) 941-6222