



October 30, 2019

Mark Kline  
6060 FFA Dr.  
P.O. Box 68960  
Indianapolis, IN 46268-0960

Dear Dr. Swortzel,

I am applying for a position of promotion from crew member to crew leader with Cutting Edge Lawn Care Service. I first learned of this position through my current crew leader. I believe that my background in lawn care service and experience will be a great asset to your company. I am a very devoted, hard-working young individual.

I have enclosed a current resume so that you may view my credentials. For the past three years, I have been an employee of Cutting Edge Lawn Service and have served in the capacity of interim crew leader on several occasions. I have hands-on experience with maintenance of lawn care equipment. I am skilled and experienced in the areas of mowing, trimming, leaf and debris removal, weeding, edging, raking, hedging, and mulching. Through various leadership positions that I have held and prior experience with Cutting Edge Lawn Care Service, I have gained the necessary leadership skills needed to not only serve as a crew leader but to also benefit your company through this position.

In addition to my work experience, I have achieved a 3.8 GPA at ██████████ County High School. The relative coursework that would benefit me in this field of work are Concepts of Agriscience, Science of Agriculture Environment Level I, Science of Agriculture Plants Level I, and Biology. Through this coursework I have learned about plant growth, plant nutrition, and plant propagation. Also through my agriculture class, I have become proficient in landscaping through hands-on experience through my SAE project and agriculture classes, which will enable me to successfully lead landscaping jobs for your company. I have also gained a vast amount of knowledge through courses in business and finance that will also assist me in being a productive crew leader.

I believe my strong work ethic, positive attitude, and experience will be beneficial to your company. I would like to meet with you at your earliest convenience to discuss the open position and further share my qualifications. Please contact me at ██████████ or ██████████@gmail.com to arrange an appropriate meeting time for you. I appreciate and thank you for your time and consideration of me for this opportunity.

Sincerely,

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Enclosure