

# Josh Thompson

100 E. 20<sup>th</sup>  
Hays, KS 67601

(785) 798-5555  
josht@mail.fhsu.edu

---

## Objective

To obtain a position within agriculture with the opportunity to enhance productivity through recognition of problems and using more efficient practices.

## Education

**Bachelor of Science in Agriculture**, December 20XX

Option: **General Agriculture**

Certificate: **Agricultural Business**

Fort Hays State University, Hays, KS

GPA 3.53

**Associate of Science in Agriculture**, May 20XX

Barton County Community College, Great Bend, KS

## Qualifications

- Experienced in horticulture and lawn care
- Fluent in Spanish
- Computer experience with Microsoft Word, Excel, Access, and PowerPoint
- Excellent time management, communication, and teamwork skills

## Related Experience

**Farm Work**, August 20XX – Present

Smith Farms, Ness City, KS

- Conduct biweekly inspections of cattle on rangeland
- Care for cattle by vaccinating, branding, castrating and dehorning
- Assist in generating feed rations to feed stocker calves
- Repair various machinery for farm use
- Overhaul old machinery to better fit farm operation needs
- Prepare fields for upcoming planting operations
- Plant crops such as sorghum sudangrass, grain sorghum, winter wheat and corn
- Harvest crops from the field and deliver them to grain elevators

**WAE Employee**, Summer 20XX

NRCS, Ness City, KS

- Conducted status reviews on CRP, continuous CRP and EQIP contracts
- Field visits to release CRP for emergency haying/grazing and managed haying/grazing
- Set up exclusion cages to determine forage consumed by grazing
- Conducted range inventories for stocking rates and length of grazing
- Conducted field inventories for producers going to no-till and for benchmark conditions on CRP enrollments
- Assisted in staking and mapping for Global Positioning Systems on terraces, pipelines, waterways, and cross wind trap strips
- Worked with Toolkit programing

# **Sandra Smith**

500 Main St., Hays, KS 67601 • (785) 555-4321 • sandra@mail.fhsu.edu

---

## **EDUCATION**

**Bachelor of Science in Agriculture**, December 20XX

Option: **Animal Science**

Fort Hays State University, Hays, KS

## **INTERNSHIP EXPERIENCE**

**Veterinarian Technician Intern**, Summer 20XX

Hays Veterinary Clinic, Hays, KS

- Ordered and marketed pharmaceutical products
- Assisted with surgeries and provided post-surgical care, groomed animals, vaccinated animals, cleaned facilities, autoclaved instruments, and took patient x-rays
- Performed receptionist activities including greeting customers, answering phones, preparing customer statements, processing appointment reminder cards, and supervising of other office employees

## **WORK EXPERIENCE**

**Office Assistant**, August 20XX – Present

Advance Auto Parts, Hays, KS

- Perform receptionist activities including greeting customers, answering phones, invoicing, ordering, filing, service work, and performance maintenance
- Assist in inventory management by shipping and receiving various vehicle parts
- Process accounts receivable and accounts payable

**Cashier**, June 20XX – May 20XX

Freddy's Frozen Custard, Hays, KS

- Handled cash register and counted drawer at end of each shift
- Accurately fulfilled customer orders in timely manner

## **SPECIAL SKILLS**

- Excellent oral and written communication skills
- Ability to work well with a variety of people
- Exposure to different vaccines and antibiotics

## **INVOLVEMENT**

- Rodeo Club, Vice President
- National Cattlemen's Beef Association
- Small Veterinarian Technician Association
- American Quarter Horse Association

## **VOLUNTEER WORK**

- Facilitated an on-campus Red Cross blood drive
- Assembled wooden toys for the Teaming Up for Tots program
- Collected donations for the USD 489 Hope Pantry

# Your Name

123 4<sup>th</sup> St.  
Hays, KS 67601

(785) 555-5555  
name@mail.fhsu.edu

---

## EDUCATION

**Bachelor of Science in Agriculture**, May 20XX  
Option: **Agronomy**  
Fort Hays State University, Hays, KS

## QUALIFICATIONS

- Experience with maintenance and operation of heavy farm equipment
- Knowledge of how to safely and effectively use chemicals
- Strong problem solving and leadership skills
- Computer experience with Microsoft Office programs and GPS software

## INTERNSHIP EXPERIENCE

**Crop Consultant Intern**, Summer 20XX  
Seaman Crop Consulting, Hugoton, KS

- Inspected cropland to find disease, insects, and weeds
- Examined soils for nutrient and moisture deficiencies
- Offered recommendations to improve crop yields

## RELATED EXPERIENCE

**Lab Assistant**, August 20XX – Present  
Kansas State Ag Research Center, Hays, KS

- Plan and set up plot maps, assist in the harvesting of plots, and gather soil samples
- Assist in running various samples through an AQ2
- Operate a variety of farm machinery

**Farm Laborer**, Summers 20XX – 20XX  
Smith Farms, WaKeeney, KS

- Assisted with planting and harvesting various crops
- Operated and maintained equipment including combines, grain carts, and tractors.

## ACTIVITIES/ORGANIZATIONS

Crops Judging Team  
Agronomy Club, President  
Collegiate Farm Bureau  
Alpha Gamma Rho Fraternity

## VOLUNTEER WORK

Ellis County 4-H; United Way of Ellis County; Adopt-A-Road; Special Olympics; Ronald McDonald House; Tiger food Exchange Supply Drive; Meals on Wheels; Swipe Out Hunger; Relay for Life; Carrico Gift Wrapping; Trunk-Or Treat

## REFERENCES

Available upon request

# Ima Sample

300 Lewis Dr. Apt A  
Hays, KS 67601

(785) 550-6565  
lsample2@mail.fhsu.edu

---

---

## **EDUCATION**

**Bachelor of Science in Agriculture**, December 20XX

**Bachelor of Science in Secondary Education**, December 20XX

Minor: **Leadership Studies**

Fort Hays State University

GPA: 3.70

## **QUALIFICATIONS**

- Hands-on experience working in an agricultural laboratory
- Sound knowledge on various issues related to agriculture and food
- Excellent teamwork, problem solving, communication, and leadership skills
- Computer experience with Microsoft Office and GPS software

## **PROFESSIONAL EXPERIENCE**

**Student Teacher**, Fall 20XX

Plainville High School, Plainville, KS

- Observed Agriculture teacher in Agribusiness and Welding classes
- Prepared lesson plans and shop activities/projects
- Taught classes and utilized classroom management
- Assisted advising the FFA chapter and FFA officers

**Secondary School Experience**, August 20XX – December 20XX

Ellis High School, Ellis, KS

- Observed Agriculture Education teacher and assisted teacher when needed

**Apprentice in Agriculture**, January 20XX – May 20XX

Fort Hays State University, Hays, KS

- Assisted professor with grading, teaching, and classroom management

## **OTHER EXPERIENCE**

**Work Study Student**, August 20XX – May 20XX

Hays Area Children Center, Hays, KS

- Provided educational activities to children ranging from age infant to five years of age
- Cared for children and cleaned childcare room

## **ACTIVITIES AND INVOLVMENT**

President of Delta Zeta; Vice President of Delta Zeta; President of Wiest Hall Student Council; Vice President of Block and Bridle; National Society of Collegiate Scholars member; Resident Hall Association member; Agriculture Club member