

Letter of Application
Position Announcement # 413460
REA, Animal Science and Forages

To Whom It May Concern:

This letter is written in response to the opening for a Regional Extension Agent specializing in Animal Science and Forages to serve the Sand Mountain Region. In the following statements I will briefly summarize my qualifications for this position and my motivations for applying for such a challenging opportunity.

As per the posted requirements, I hold a B.S. degree in Animal Science from Mississippi State University. While attending MSU, I endeavored to enroll in as many application-based science courses as possible and served on the Livestock Judging Team. Following completion of my Bachelor's Degree, I enrolled in a Master's Degree program in Nutrition. Although I completed my coursework requirements, I failed to attain my M.S. before leaving the university. If given the opportunity to work for the Extension Service, I look forward to utilizing distance learning to achieve a M.S. in Agricultural Education.

Most of my college classes required the use of a computer at one point or another. Microsoft Word, Internet Explorer (and similar browsers), and PowerPoint became almost second nature after a few semesters. I can manipulate Excel, though I must admit I am not as well-versed in the more complex functions of this program as I am the others mentioned.

All of us realize we are living and working in the most dynamic times our industry has ever faced. Not only are producers expected to provide a superior product to market, but we must accomplish this with greater regard for the environment than ever before. Beyond this, urban sprawl is driving us to be more innovative and efficient as agricultural acreage dwindles year after year. Land-grant universities have proven themselves excellent sources of improved management strategies based on sound scientific research. The role of the Extension Service as a conduit for the dissemination of this knowledge demands that its agents be dedicated to their industry. My success in my current position is due in part to living a phrase I use to encourage myself and those I train: "Make It Happen." I am that type of person. Our industry requires us not to be answer-givers, but to be problem-solvers. I believe my academic background has prepared me well for this challenge, and my recent career experiences have taught me volumes about communication and cooperation.

Thank you for your time and consideration in this matter. I certainly look forward to speaking with you soon regarding this position. If you have any questions of require any further documentation, please contact me.

Sincerely,



James Christopher Henley

201 Greensport Rd., (205) 937 - 0636
Ashville, AL 35953 j.c.h.201@hotmail.com

Chris Henley

My career objective is to obtain the position of Regional Extension Agent, specializing in Animal Science and Forages, in the Sand Mountain Region. This is a challenging, but rewarding position that requires a solid educational foundation, a passion for agriculture, a teamwork mentality, and the foresight to embrace innovative management practices. Having grown up on a small-scale cattle operation in the Sand Mountain Region, I understand better than most the challenges farmers in this area face each day. My collegiate studies were focused in this field, and my current occupation requires strong time-management and teamwork skills. I look forward to the opportunity to make a difference in this state as a member of the Extension Service.

Experience	2005 - 2008	AutoZone Inc.	Pell City, AL
		Commercial Sales Manager	
		<ul style="list-style-type: none">▪ Responsible for customer service, payroll management, account recruitment, collections, loss prevention, and continual sales growth in a increasingly competitive market.▪ Led program to Top 5 Gross Profit Programs during my first fiscal year in position.▪ Operated the only single-truck program to reach this profit level in Birmingham Region (72 commercial stores).▪ Selected as district trainer for incoming commercial specialists.	
	2005	Tractor Supply Co.	Talladega, AL
		Assistant Manager	
		<ul style="list-style-type: none">▪ Selected and hired staff for new Talladega store location.▪ Involved in store presentation, loss prevention, financial documentation, and community relations.	
Education	1998 - 2002	Mississippi State University	Starkville, MS
		<ul style="list-style-type: none">▪ B.S., Animal Science.▪ Pursued further course work and research through the Masters of Science program through 2004, with emphasis in beef cattle nutrition.	
Interests	Argo Baptist Church, livestock judging, hunting, fishing, handloading.		

References

Allen Smitty Mobley

District Manager, Autozone
(256) 343-3783
dmsmittyautozone@cableone.net
912 Ivan Drive SW
Jacksonville, Alabama 36265

Gary Aycock

Agriscience Teacher & FFA Advisor, PCHS
(205) 338-9754
aycockrg@bellsouth.net
1300 Cogswell Avenue
Pell City, Alabama 35125

Ken A. Maddox

Sr. Pastor, Argo Baptist Church
(205) 527-4311
kmaddox@drummondco.com
619 Green Valley Drive
Moody, Alabama 35004



Applicant Data Form

The Alabama Cooperative Extension System is an equal opportunity employer and all applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, disability, age or membership or non-membership in an employee organization.

PRINT OR TYPE IN BLACK INK

NAME Last Henley	First James	Middle Christopher	Social Security # 423-25-5351	Daytime Phone # 205-937-0636	Type of Employment Desired (May check more than one) <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time (less than 40 hours)
Present Street Address 201 Greensport Road	City Ashville	State AL	Zip Code 35953	Type of Position Desired (May check more than one): <input type="checkbox"/> Administrative <input type="checkbox"/> Clerical <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Technical	
Other Names Previously Used Under Which Records May Be Located			Date Available 11-24-2008	Minimum Salary Required Negotiable	

EDUCATION

Name of School	Circle Year Completed	Major	Graduate Yes/No	Degree Obtained
High School Moody High School, Moody, AL	8 9 10 11 <input checked="" type="checkbox"/> GED		yes	Diploma
Voc School	Fr. So. Jr. Sr.			
College Mississippi State University, Starkville, MS		Animal Science	yes	B.S.
Grad School Mississippi State University, Starkville, MS		Nutrition	no	
Grad School				

EMPLOYMENT HISTORY START WITH MOST RECENT, YOU MAY ATTACH AN ADDITIONAL SHEET OR RESUME IF YOU PREFER. HOWEVER, IT WILL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION

Employment Dates From (Mo/Yr) To (Mo/Yr)		Hours Per Week	Name of Organization	Organization Address	Position Held	Immediate Supervisor	Salary	Reason for Leaving
Nov. 2005	Current	42-45	AutoZone	809 Martin St. N, Pell City, AL	Comm. Mgr.	M. Hill	variable	Career goal
Apr. 2005	Nov. 200	45	Tractor Supply Co.	Haynes St., Talladega, AL	Asst. Mgr.	G. Jones	\$8.75/hr.	Better location & pay

BRIEFLY DESCRIBE MAJOR DUTIES OR POSITIONS PREVIOUSLY HELD AND FURTHER DETAILS OF QUALIFICATIONS:

Related Professional Experience

Name James Christopher Henley

Important: See instructions on reverse side before completing this form.

Begin with the most recent work experience. Do not include academic work experience with the Alabama Cooperative Extension System.

Employer Name & Address	Position	Major Duties	Dates (From M/D/Y — To M/D/Y)	Months Employed
Autozone Pell City, AL	Commercial Mgr.	Comm. Sales + Comm. Training	November 2005 November 2008	Jan - Dec.
MISS. STATE UNIV. Starkville, MS	Graduate Assistant	ADS 1114 Lab Instructor	Fall Semester 2004	Sept. - Dec.
MISS. STATE UNIV. Starkville, MS	Graduate Assistant	ADS 1114 Lab Instructor	Fall Semester 2003	Sept. - Dec.

I certify that the above information is correct to the best of my knowledge.

Total Months	<u>44 mos.</u>
Total Years	<u>3 yrs. 8 mos.</u>

Signature James Christopher Henley

Date 11/20/2008

Do not write below this line.

Approved by:

Extension Associate Director, Human Resources _____ Date _____



I am pleased to be writing this letter of recommendation for Chris Henley.

I am a District Manager For Autozone, one of the largest aftermarket retailers of Auto Parts. As such I have 10 Store Managers and 9 Commercial Managers as direct reports. Our company not only provides aftermarket parts, we provide Technical Information, Component Testing and Diagnostics Analysis.

I have known Chris now for well over four years. Almost immediately he impressed me with his enthusiasm, competence and willingness to improve himself in professional way.

Chris started his career in our company as a Parts Service Manager. He executed the following responsibilities:

- Inventory Management
- Supervise the performance of store staff
- Store Standards
- Cash handling and Loss Prevention
- Customer complaint problem solving
- Diagnosis of customer needs and relaying the information to the customer properly.

Due to the growing professionalism, ability to train and team leading skills Chris was promoted to a Commercial Manager position, where he began to turn a failing program into a respectful and profitable program. It wasn't long before he was asked to become the lead commercial manager. This job did not pay any more but it came with a great deal of responsibility. In addition to performing his daily task he was responsible for planning, training and executing new programs. Also responsible for relaying new information to every commercial manager in my market and insuring that understood well enough to flawlessly execute all changes.

Chris has great interpersonal skills; he has a unique way of relaying change were people are willing to except it. He is a great asset to this company and will be a great asset for any company he works for.

Please do not hesitate to contact me directly if you have any questions.

With best wishes,


District Manager

Autozone

Allen S. Mobley

November 14, 2008

Letter of Recommendation for Chris Henley:


To Whom It May Concern:

Chris is a dynamic individual who has impressed me year after year. Chris has unparalleled energy and a work ethic to match. He was very active throughout his high school and college career taking great pride in his work. Teachers and peers at Moody High School had a great respect and appreciation for Chris due to his commitment in everything he does.

Chris has been involved in local, county and state organizations. Chris has judged various steer and heifer shows throughout the state. His degree from Mississippi State in Animal Science and his aptitude to succeed make him qualified for future endeavors. Despite being a very busy young man, Chris has managed to balance her time, arrange her schedules and stay committed to all of his activities.

It gives me great pleasure to recommend Chris Henley for the position of Regional Extension Agent with the Alabama Cooperative Extension System. It excites me to see a young adult so involved and wanted to take a leadership role in today's agricultural industry. Chris has set many goals for himself and working with ACES would help him attain his career goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Aycok". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gary Aycok
aycockrg@bellsouth.net
Pell City High School
Agriscience Teacher & FFA Advisor
1300 Cogswell Ave
Pell City, Alabama 35125

Ken Maddox
619 Green Valley Drive
Moody, Alabama 35004

To Whom It May Concern:


The purpose of this letter is to introduce a close friend, Chris Henley, and ask your support in his quest for the position of Regional Extension Agent for the Sand Mountain Region.

Chris, his wife Heather, and son Jacob, are residents of Ashville, Alabama. Chris has been a life-long resident of St. Clair County, having been raised on an operating cattle and horse farm in Odenville, Alabama. I have had the privilege of knowing the Henley family, and serving as their Pastor for more than fourteen years.

The Job Announcement was recently posted for Regional Extension Agent, specializing in Animal Science and Forages. Chris' pursuit for this position is more than a desire, it is his passion, and a position that he has prepared himself for through both experience and education. Chris has earned a Bachelor of Science degree in Animal Science, from Mississippi State University along with M.S. Program research in beef cattle nutrition. As a resident, Chris understands the full dynamics of the Sand Mountain jurisdiction, (in his words) "an area co-habited by large-scale producers and small cattle (and horse) farms, both challenged by some of the most difficult soil variations in the State." With a keen understanding of the science behind the research, Chris envisions working with Auburn and Tuskegee Universities to provide the most up to date technology and blend it with real world implementation on a scale that matches the individual needs of the area farmers.

Chris' qualifications, experience, and character man make him a valuable asset in the Community he seeks to serve. Your consideration of Chris for this position is greatly appreciated.

Kindest Personal Regards,

A handwritten signature in cursive script that reads "Ken Maddox". The signature is written in dark ink and is positioned above the typed name and address.

Ken Maddox /Sr. Pastor
Argo Baptist Church
Trussville, Alabama 35573

Record of: James Christopher Henley
P.O. Box 2008
Mississippi State, MS 39762
United States of America

Issued To: James Henley
201 Greensport Road
Ashville, AL 35953

Course Level: Undergraduate
Student Type: Continuing Student

SUBJ NO. C COURSE TITLE CRED GRD PTS R

Institution Information continued:

Fall Semester 1999
ADS 3213 1 Perform Analy-Meat An 3.00 A 12.00
BIO 1504 1 Prin Zoo 4.00 B 12.00
CH 1213 1 Fund Of Chemistry 3.00 D 3.00
GR 1123 1 Intro World Geog 3.00 A 12.00
HI 1063 1 Early U S History 3.00 B 9.00
Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 48.00 GPA: 3.00
Good Standing 1 MSU

Spring Semester 2000
ADS 4314 1 Meat Processing 4.00 A 16.00
ADS 4323 1 Beef Cattle Science 3.00 A 12.00
ADS 4990 1 Special Topic In ADS 2.00 A 8.00
Intermediate Livestock Judging
AEC 2713 1 Intro To Ag Econ 3.00 C 6.00
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 42.00 GPA: 3.50
Dean's Scholar
Good Standing 1 MSU

Summer Term 2000
PO 3103 1 Genetics I 3.00 C 6.00
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 6.00 GPA: 2.00
Good Standing 1 MSU

Fall Semester 2000
ACC 2013 1 Prin Financial Acct 3.00 C 6.00
ADS 4123 1 Animal Breeding 3.00 B 9.00
ADS 4232 1 Adv Livestk Eval 2.00 A 8.00
LA 1803 1 Land Arch Appre 3.00 D 3.00
PSS 4103 1 Forage Pasture 3.00 A 12.00
Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 38.00 GPA: 2.71
Good Standing 1 MSU

Spring Semester 2001
ADS 3312 1 Livestock Mgt Prac 2.00 A 8.00
***** CONTINUED ON PAGE 2 *****

MSU Degree(s) Awarded Bachelor of Science 13-DEC-2002
Primary Degree Awarded
College : College of Ag. & Life Sciences
Major : Animal and Dairy Science
Maj/Concentration : Pre-Veterinary

SUBJ NO. C COURSE TITLE CRED GRD PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

Summer 2001 Jefferson State Community Coll
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00

INSTITUTION CREDIT:

Fall Semester 1998
ADS 1114 1 Animal Science 4.00 B 12.00
EN 1103 1 En Composition I 3.00 A 12.00
MA 1313 1 College Algebra 3.00 B 9.00
MU 3511 1 Third Year Band 1.00 A 4.00
PSY 1013 1 Gen Psychology 3.00 A 12.00
Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 49.00 GPA: 3.50
Dean's Scholar
Good Standing 1 MSU

Spring Semester 1999
CH 1211 1 Invst In Chemistry 1.00 B 3.00
CH 1213 1 Fund Of Chemistry 3.00 F 0.00
CO 1003 1 Fund Of Public Speak 3.00 A 12.00
EN 1113 1 En Composition II 3.00 A 12.00
HI 1073 1 Modern U S History 3.00 A 12.00
MA 1323 1 Trigonometry 3.00 A 12.00
Ehrs: 13.00 GPA-Hrs: 16.00 QPts: 51.00 GPA: 3.18
Good Standing 1 MSU

***** CONTINUED ON NEXT COLUMN *****

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Bobby R. Stokes
University Registrar

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SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
Institution information continued:						
AIS	3203	1	Intro Tech Writ Agco	3.00	A	12.00
BIO	3304	1	General Microbiology	4.00	B	12.00
CH	2501	1	Elem Org Chem-Lab	1.00	A	4.00
CH	2503	1	Elem Organic Chem	3.00	C	6.00
CS	1013	1	Bas Computer Concept	3.00	A	12.00
Ehrs: 16.00			GPA-Hrs: 16.00	QPts: 54.00	GPA: 3.37	
Good Standing 1 MSU						

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
Fall Semester 2001						
ADS	4113	1	Swine Science	3.00	A	12.00
ADS	4221	1	Animal Sci Sr Sem	1.00	A	4.00
AEC	3413	1	Prin Agri Mkt	3.00	C	6.00
BCH	3613	1	Elementary Biochem	3.00	D	3.00
FST	4990	1	Special Topic In FST	3.00	A	12.00
Ehrs: 13.00			GPA-Hrs: 13.00	QPts: 37.00	GPA: 2.84	
Good Standing 1 MSU						

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
Spring Semester 2002						
ADS	4213	1	Livestk Ntr Require	3.00	B	9.00
ADS	4333	1	Equine Exercise Phy	3.00	A	12.00
ADS	4611	1	Prac In Phy & Repro	1.00	A	4.00
ADS	4613	1	Physiology Of Repro	3.00	B	9.00
CO	2213	1	Small Group Commun	3.00	A	12.00
FST	2112	1	Dairy/Food Prod Eval	2.00	A	8.00
Ehrs: 15.00			GPA-Hrs: 15.00	QPts: 54.00	GPA: 3.60	
Dean's Scholar						
Good Standing 1 MSU						

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R
Fall Semester 2002						
ADS	4222	1	Sheep Science	2.00	A	8.00
ADS	4412	1	Mng Lvstk Sales I	2.00	A	8.00
NTR	4115	1	Nutrition	5.00	B	15.00
PSS	1313	1	Plant Science	3.00	A	12.00
Ehrs: 12.00			GPA-Hrs: 12.00	QPts: 43.00	GPA: 3.58	
Dean's Scholar						
Good Standing 1 MSU						

***** CONTINUED ON NEXT COLUMN *****

***** TRANSCRIPT TOTALS *****		Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION		128.00	131.00	422.00	3.22
TOTAL TRANSFER		6.00	6.00	24.00	4.00
OVERALL		134.00	137.00	446.00	3.25
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 University Registrar

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Record of: James Christopher Henley
P.O. Box 2008
Mississippi State, MS 39762
United States of America

Issued To: James Henley
201 Greensport Road
Ashville, AL 35953

Course Level: Graduate
Student Type: Continuing Student
Only Admit: Spring Semester 2003

Current Student Program
College : College of Ag. & Life Sciences
Major : Nutrition

No Degree Awarded

SUBJ NO. C COURSE TITLE CRED GRD PTS R

INSTITUTION CREDIT:

Spring Semester 2003

BCH 6603 1 Gen Biochem 3.00 B 9.00
NTR 8463 1 Adv Animal Nutrition 3.00 A 12.00
ST 8114 1 Statistical Methods 4.00 C 8.00
Ehrs: 10.00 GPA-Hrs: 10.00 QPts: 29.00 GPA: 2.90
Graduate Student

Summer Term 2003

NTR 8000 1 Research / Thesis 3.00 S 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
Graduate Student

Fall Semester 2003

NTR 8000 1 Research / Thesis 2.00 S 0.00
NTR 8111 1 Nutrition Sem 1.00 A 4.00
NTR 8153 1 Ruminant Nutrition 3.00 A 12.00
ST 8214 1 Desn & Anal Of Exp 4.00 B 12.00
Ehrs: 10.00 GPA-Hrs: 8.00 QPts: 28.00 GPA: 3.50
Graduate Student

Spring Semester 2004

BCH 6613 1 Gen Biochem 3.00 B 9.00
NTR 8000 1 Research / Thesis 6.00 S 0.00
NTR 8121 1 Nutrition Sem 1.00 A 4.00

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO. C COURSE TITLE CRED GRD PTS R

Institution Information continued:
Ehrs: 10.00 GPA-Hrs: 4.00 QPts: 13.00 GPA: 3.25
Graduate Student

Summer Term 2004

NTR 8000 1 Research / Thesis 6.00 S 0.00
NTR 8000 1 Research / Thesis 6.00 S 0.00
Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
Graduate Student

Fall Semester 2004

NTR 8000 1 Research / Thesis 7.00 S 0.00
NTR 8473 1 Micro-Nutrient Nutri 3.00 A 12.00
Ehrs: 10.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00
Graduate Student

***** TRANSCRIPT TOTALS *****

Earned Hrs GPA Hrs Points GPA
TOTAL INSTITUTION 55.00 25.00 82.00 3.28
TOTAL TRANSFER 0.00 0.00 0.00 0.00
OVERALL 55.00 25.00 82.00 3.28
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