

ACES Human Resources  
104 Duncan Hall  
Auburn University, AL 36849-5615

November 3, 2008

To Whom It May Concern:

Having graduated from Tuskegee University in May 2008, I am looking for an opportunity to implement my skills and education in an atmosphere in which I can grow professionally. Concerning the Regional Extension Agent position with ACES, I believe my skills and qualifications would make me an ideal candidate.

During my exciting tenure at Tuskegee University, I received considerable knowledge about animal science, including nutrition, breeding and maintenance. With the wonderful hands-on instruction from our professors, I participated in graduate research studies on the caprine farm, performing rectal palpations and castrations on beef cattle, 16 hours of dairy farm experience and even worked in a Level 2 biohazard laboratory facility with avian embryonic experiments.

From March 2006 to August 2007, I was employed with the National Park Service as an Office Automation Clerk. In this position, I assisted the Administrative Officer and Administrative Support Assistant with performing multiple secretarial duties such as answering the telephone, extensive data entry, maintaining an effective employee filing database, and typing documents at 65 wpm. I also greeted park visitors and callers with historic information about the National Park Service sites in the area and assisted with biweekly payroll management using software programs such as Microsoft Word, PowerPoint and Excel.

In that I believe my skill set, personal experience and education qualify me for the Regional Extension Agent position, I hopefully anticipate having the opportunity to serve in this capacity.

Thanking you for your consideration,

Christina R. Garrett

# Christina R. Garrett

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**Objective** To obtain Animal Science position to further professional experience in animal husbandry, livestock management and environmental welfare.

**Experience** 2007–2008 National Park Service Tuskegee, AL

**Office Automation Clerk**

- Worked closely with the Administrative Support Assistant; assisting in basic procurement through GSA supply catalogs and biweekly payroll paperwork and filing.
- Typed and edited all documents for grammar, punctuation and dictation.
- Answering the telephone, Xeroxing, extensive data entry, typing 65 wpm.
- Greeted park visitors and callers, providing historical information about National Park Service area sites.
- Demonstrated proficiency in Microsoft Word, Excel, and PowerPoint and excelled in government-mandated training programs.

2004–2007 Tuskegee University Tuskegee, AL

**Student Office Assistant**

- Assisted students with Bursar office related issues, pertaining to financial and academic files.
- Aided with managing confidential student information and duties as assigned.

2000- 2003 Forestville Animal Hospital Forestville, MD

**Veterinary Assistant**

- Assisted veterinarians with restraint of animals and preparation of vaccines and medications
- Disinfection of kennel cages and pens; administration of medications to boarded animals
- Reception duties such as file maintenance, answering telephones, etc.

**Education** 2002–2008 Tuskegee University Tuskegee, AL

- **B.S., Animal and Poultry Sciences**
- Gained proficient experience in animal husbandry, breeding, and nutrition
- Spent multiple hours on campus caprine research facility with graduate nutrition and breeding studies.
- Understood mechanics of castration equipment and participated in on-campus castrations, rectal palpations and slaughtering processes.
- Underwent 16 hours of dairy farm instruction, learning milking process, herd management, and breeding techniques.

- Experienced in beef cattle identification, proximate analysis and Kjeldahl feed determinations, body condition scoring, Level 2 Biohazard laboratory conditions and estrous synchronization.

**Skills**

Writing; Microsoft Word, Excel and Powerpoint; typing 65 wpm; Internet proficiency; coordinating events, leisure trips and seminars.

## REFERENCES

Shirley T. Streeter  
Administrative Officer, National Park Service  
1212 West Montgomery Road  
Tuskegee, AL 36088  
[Shirley\\_streeter@nps.gov](mailto:Shirley_streeter@nps.gov)  
(334) 727-6390

Dr. Danielle Gray  
Head of Biology, Tuskegee University  
Armstrong Hall  
1200 West Montgomery Road  
Tuskegee, AL 36088  
(334) 727-8825

Leona S. Adkins  
Associate in event planning  
1213 Logan St  
Tuskegee, AL 36088  
(870) 550-3088



## 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	First	Middle	Social Security #	Daytime Phone #	Type of Employment Desired (May check more than one)	
	Garrett	Christina	Rose	220-21-9429	(301) 592-7069	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Full-Time
Present Address	Street	City		State	Zip Code	<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> Part-Time (less than 40 hours)
	601 N. Church St	Tuskegee		AL	36083	Type of Position Desired (May check more than one):	
Other Names Previously Used Under Which Records May Be Located				Date Available	Minimum Salary Required	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Clerical
						<input checked="" type="checkbox"/> Professional	<input type="checkbox"/> Technical

**EDUCATION**

	Name of School	Circle Year Completed	Major	Graduate Yes/No	Degree Obtained
High School	Shabach Homeschool Academy	8 9 10 11 <input checked="" type="checkbox"/> GED	N/A	Yes	Diploma
Voc School		Fr. So. Jr. Sr.			
College	Tuskegee University	2008	Animal Science	Yes	B.S.
Grad School					
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		Hours Per Week	Name of Organization	Organization Address	Position Held	Immediate Supervisor	Salary	Reason for Leaving
From (Mo/Yr)	To (Mo/Yr)							
3/2007	8/2008	20-30	National Park Service	1212 W. Montgomery Rd Tuskegee AL 36083	Office Auto- mation Clerk	Shirley Streater	11.01/hr	Pending Grad.
8/2004	3/2007	12-15	Tuskegee University	1200 W. Montgomery Rd Tuskegee AL 36083	Office Asst.	Linda Gray	5.75/hr	Contract Expiral
7/2000	8/2003	25-30	Forestville Animal Hospital	17307 Old Marlboro Pike Forestville MD 20747	Veterinary Asst.	Remela Smart	7.00/hr	College

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

While at Forestville Animal Hospital, I assisted the veterinarians with restraint of the animals, fecal and blood tests, disinfection of exam room and kennel area, as well as tending to quarantined animals. As an office asst. at Tuskegee University, I carried out receptionist duties, assisted Bursar office w/ maintaining student files, etc. At the National Park Service, I assisted the Admin. Support Asst. with maintaining an effective filing system, typing + proofreading greeting visitors, receptionist duties and using software such as Microsoft Word + Excel.

**U.S. MILITARY EXPERIENCE**

Branch of Service	Date of Service From	To	Rank
Describe Any Training Received That You Feel Is Relevant:			

**OTHER INFORMATION AND SKILLS**

Licenses	Driver's License Number and State	Multi-Line Telephone	Dictaphone
Certifications	7960758-AL	yes	
Typing WPM 65	Shorthand WPM 48	Word Processing Software	yes (Microsoft Word, Excel, Powerpoint)
Other Office Equipment	Desktop Computer, Fax, Copy Machine	Computer Programming Languages	
Other		Laboratory Equipment	
Have you ever been convicted of a crime (felony or misdemeanor including DUI) other than routine traffic citations? yes <input type="radio"/> no <input checked="" type="radio"/>			
If yes, give details. (Note: a criminal record is not necessarily a bar to employment. Each applicant is considered on an individual basis):			
Names of relatives employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University: None			
Have you ever been discharged or forced to resign from employment? YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, give name of employer(s) and reason(s):			
Have you been previously employed by The Alabama Cooperative Extension System, Auburn University or Alabama A&M University: YES <input type="radio"/> NO <input checked="" type="radio"/>			
If yes, list dates of employment:		Title	Department/unit
			Other name(s) under which you worked
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? yes <input type="radio"/> no <input checked="" type="radio"/>			
Proof of citizenship or immigration status will be required upon employment.			

**Applicant's Agreement:**

I hereby state that the information given by me on this form and in any interview is certified to be true and complete. I understand that this information is subject to verification, and that if this information is later found to be untrue, incomplete or misrepresented in any way, this will be cause for rejection of my application or, if already employed, for immediate dismissal. I also understand that the Alabama Cooperative Extension System may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that the Alabama Cooperative Extension System reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during employment to the extent permitted by law.

I understand that this application will be given every consideration, but it is not a promise of employment. I further understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I understand that I have the right to terminate my employment at any time, with or without notice, and the Alabama Cooperative Extension System has the same right. No one other than the Director of the Alabama Cooperative Extension System has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I acknowledge that I have received and understand written instructions regarding the application procedures for employment with the Alabama Cooperative Extension System

**Applicant's Release**

I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar's or Placement Office of all educational institutions attended to release an official copy of my transcript if requested. In addition, I authorize any law enforcement jurisdiction to release any information requested regarding my background to the Alabama Cooperative Extension System.

**Selective Service Certification:**

I certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S.C. app. 453) by having registered with the Selective Service Board or that I am not required by law to register.

APPLICANT SIGNATURE

*Christina R. Gamella*

DATE

*11/3/2008*

## Related Professional Experience

Name Christina Garrett

**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
n/a				
<i>I certify that the above information is correct to the best of my knowledge.</i> This is my first position since my graduation in May 2008.				<b>Total Months</b> <b>Total Years</b>

Signature Christina Garrett

Date 11/3/2008

*Do not write below this line.*

**Approved by:**

Extension Associate Director, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

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## CURRENT STUDENTS

## Transcript

0242492 Christina Garrett

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
APSC-0530 02 Anatomy of Domestic Animals	C	4.00			08/SP
BIOL-0309 02 Genetics	B	4.00			08/SP
APSC-0303 01 Animal & Poultry Nutrition	C	3.00			07/FA
BIOL-0303 03 General Microbiology Lab	C	1.00			07/FA
BIOL-0309 02 Genetics	E	0.00		Y	07/FA
CHEM-0320 01 Organic Chemistry	C	3.00			07/FA
EVSC-0500 03 Bio-Statistics I	C	3.00			07/FA
APSC-0304 01 Applied Animal Nutrition	C	3.00			07/SP
APSC-0530 01 Anatomy of Domestic Animals	D	4.00		Y	07/SP
BIOL-0360 01 Biochemistry of Cell Regulatn	D	3.00			07/SP
APSC-0303 01 Animal & Poultry Nutrition	D	3.00		Y	06/FA
APSC-0407 01 Immunology and Animal Diseases	C	3.00			06/FA
CHEM-0320 01 Organic Chemistry	D	3.00		Y	06/FA
PHYS-0303 01 Intro/Lab Work-Phys	A	1.00			06/SU
APSC-0302 01 Dairy Science	A	3.00			06/SP
APSC-0401 01 Animal Breeding & Genetics	C	3.00			06/SP
APSC-0403 01 UG Seminar in Animal Science	B	1.00			06/SP
PHED-0184 01 Beginning Golf	A	1.00			06/SP
PLSS-0210 02 General Soil Science	C	4.00			06/SP
APSC-0402 01 UG Seminar in Animal Science	A	1.00			05/FA
CHEM-0320 02 Organic Chemistry	D	3.00		Y	05/FA
CHEM-0322 01 Organic Chem Lab	B	2.00			05/FA
EVSC-0500 03 Bio-Statistics I	E	0.00		Y	05/FA
MUSC-0304 01 Afro American Music	B	3.00			05/FA
BIOL-0230 01 Cell And Genetic Biology	B	3.00			05/SU
BIOL-0231 01 Cell And Genetic Bio Lab	B	1.00			05/SU
FPAR-0101 01 Art Appreciation	A	2.00			05/SU
SOCI-0440 01 The Family	B	3.00			05/SU
AGEC-0505 01 Farm Management	C	3.00			05/SP
BIOL-0301 01 General Microbiology	C	3.00			05/SP
BIOL-0305 02 Animal Physiology	C	4.00			05/SP
MUSC-0311 01 Concert Choir	A	1.00			05/SP
PLSS-0211 01 General Plant Science	B	3.00			05/SP
SOCI-0306 01 Family Communication	B	3.00			05/SP
BIOL-0301 01 General Microbiology	Y	0.00		Y	04/FA
CHEM-0232 01 General Chemistry	C	4.00			04/FA
CHEM-0234 01 Gen Chem Lab	B	1.00			04/FA
ECON-0202 01 Principles of Economics	B	3.00			04/FA
MUSC-0310 01 Concert Choir	A	1.00			04/FA
PSYC-0270 01 Intro To Psychology	B	3.00			04/FA
CHEM-0231 01 General Chemistry	C	4.00			04/SU
CHEM-0233 01 Gen Chem Lab	D	1.00			04/SU
PHYS-0301 01 Elementary General Physics	B	3.00			04/SU
APSC-0312 01 Beef Cattle & Goat Production	B	3.00			04/SP
BIOL-0120 03 Organismic Biology	B	3.00			04/SP
ECON-0201 01 Principles of Economics	B	3.00			04/SP
ENGL-0201 02 Advanced Composition	B	3.00			04/SP
HIST-0308 01 Af Am Church Hist since 1877	B	3.00			04/SP
MATH-0107 06 Coll Alg & Trig I	B	4.00			04/SP
MUSC-0211 01 Concert Choir	A	1.00			04/SP
APSC-0301 01 Poultry Science	C	3.00			03/FA
BIOL-0140 01 Environmental Biology	C	3.00			03/FA
BUSN-0102 05 Bus Mgmt Orientation	C	3.00			03/FA
MATH-0107 07 Coll Alg & Trig I	D	4.00		Y	03/FA



MUSC-0210 01 Concert Choir	A	1.00			03/FA
PSYC-0272 01 Child Psychology	B	3.00			03/FA
APSC-0201 01 Introductory Animal Science	B	3.00			03/SP
BIOL-0120 01 Organismic Biology	D	3.00		Y	03/SP
BIOL-0121 09 Organismic Biology	A	1.00			03/SP
ENGL-0102 09 English Composition II	B	3.00			03/SP
MATH-0107 04 Coll Alg & Trig I	D	4.00		Y	03/SP
MUSC-0111 01 Concert Choir	A	1.00			03/SP
READ-0102 02 Read & Test-Taking Techniques	C	1.00			03/SP
APSC-0100 01 Animal & Poultry Science Orien	C	3.00			02/FA
ENGL-0101 09 English Composition I	B	3.00			02/FA
MATH-0107 06 Coll Alg & Trig I	E	0.00		Y	02/FA
MUSC-0110 01 Concert Choir	B	1.00			02/FA
OREN-0100 14 Ind Dev & Growth	A	1.00			02/FA
SOCI-0240 01 Intro to Sociology	B	3.00			02/FA
Events		0.00			50/EV

Total Earned Credits 145.00

Total Grade Points 384.00

Cumulative GPA 2.648

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