



Blount County Extension Office
Frank J. Green Building
415 5th Ave. East, Suite A
Oneonta, AL 35121-1435
(205)274-2129
FAX: (205)274-7018

November 7, 2008

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

To Whom It May Concern:

I am interested in applying for the Animal Science and Forages Regional Extension Agent position that serves Blount, Cullman, Marshall and St. Clair Counties. I have been employed with the Alabama Cooperative Extension System for sixteen years, twelve of which were served as a County Extension Agent with Adult and Youth Livestock responsibilities in Blount County. I have a B.S. degree in Animal and Dairy Science from Auburn University and am currently pursuing a M.S. in Animal and Dairy Science from Auburn University as well. Presently I am a 4-H and Youth Development Regional Extension Agent, and I wish to transition to an Animal Science and Forages REA position in order to better utilize my background and training.

I have a strong background in using video conferencing equipment since that is how the majority of my graduate classes have been taught. As part of various class assignments, I have presented PowerPoint presentations using video conference equipment from my home office in Blount County. I am also very familiar with Skopia Desktop and Adobe Connect Pro to collaborate with coworkers around the state. I have quite a bit of experience using Office 2007 programs including Word, Excel, Publisher, PowerPoint and Access. I use Internet Explorer and Mozilla Firefox everyday as a tool to help me prepare for various programs.

When I worked in Blount County as a County Extension Agent, I worked closely with our county Cattlemen's Association and Farmer's Federation directors. My past experience as a Livestock Agent and my familiarity with agricultural producers in both Blount and Cullman Counties would afford me an easy transition into this position. To compliment this, I am currently housed in Blount County which is centrally located to the counties in this region. I have a lot of experience presenting programs to various groups, so communication comes very naturally for me and I have a lot of experience working with individuals of different backgrounds in my current position working with 4-H volunteers.

I would like to request that my personnel file be pulled and sent to Dr. Paul Mask, along with this letter of intent and all enclosed materials. Please let me know if there is anything else I need to include and please let me know when you receive all of my recent transcripts from graduate school. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Graves". The signature is written in black ink and is positioned above the typed name.

Nancy Graves

Regional Extension Agent – 4-H and Youth Development

Nancy Gail Graves

13520 State Hwy 160
Cleveland, Alabama 35049
(205)559-8023
foxwong@aces.edu

Educational History:

- Auburn University, Auburn, AL
Master of Ag, Animal and Dairy Science; currently enrolled
- Auburn University, Auburn, AL
Bachelor of Science, Animal and Dairy Science; 1991
- Enterprise State Junior College, Enterprise, AL
Associate in Science; 1988
- Geneva High School, Geneva, AL
Graduate; 1985

Professional Experience:

- Alabama Cooperative Extension System; 1992-Present
 - Regional Extension Agent III- 4-H and Youth Development
Northwest Alabama Region; 2004-2008
 - Blount County Extension Agent I, II, III; 1992-2004
Adult and Youth Livestock and 4-H Program Areas

Skills Profile:

- Sixteen years experience with the Alabama Cooperative Extension System
- Computer skills include: Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Access, Macromedia Contribute, Quicken, and Microsoft PowerPoint
- Certified as Master Cattle Producer Trainer; 1998
- Certified in pesticide education and currently hold a Demonstration and Research Pesticide Permit
- Attended Alabama Grazing School; 1999
- Have worked with various commodity groups while serving as a County Extension Agent in Blount County
- Proficient in utilizing Video Conferencing Technology, Scopia Desktop and Connect Pro distance learning technology
- Organized numerous production meetings in the areas of beef cattle nutrition, equine nutrition, meat goat production, forage production and Master Cattle Producer Training Program
- Participated in 2007 Beef Excellence Program at Auburn University.

Leadership Positions:

- Board of Directors, Alabama BCIA; 1999-2000
- Search Committee to hire BCIA field man position; 1999
- Search Committee to hire 4-H Youth Animal Science Specialist; 1995
- Served on Livestock Committee of Blount County-Oneonta Agribusiness Center; 1992-2001

Awards and Certifications:

- ACES Superior Service Award; 2005
- AACAAAS Achievement Award; 2001
- ALAE4-HA Communicator Award – Outstanding Promotional Package (Individual); 2001
- ALAE4-HA Communicator Award – Outstanding Published Photo; 2000
- ALAE4-HA Communicator Award – Outstanding Promotional Piece (Team); 2000
- ALAE4-HA Public Relations and Information Award – Periodical Publication (Team); 1998

References:

- See attached list of references

References

Dr. Donald M. Ball
Extension Specialist and Professor
Agronomy – Auburn University
120 Extension Hall
Auburn University, AL 36849
Phone: (334)844-5491
Email: balldon@aces.edu

Dr. Kathy L. Flanders
Extension Specialist and Associate Professor
Entomology and Plant Pathology – Auburn University
201 Extension Hall
Auburn University, AL 36849
Phone: (334)844-6393
Email: flandkl@aces.edu

Mr. Tim Whitley
Whitley Red Angus
405 Whitley Loop
Horton, AL 35980
Phone: (205)446-5090
Email: tgwhitley@hopper.net

AUBURN UNIVERSITY

Auburn University, Alabama

Official Academic Record

Name: Nancy G Graves
 Student ID: *****6481
 Date of Birth: 02-MAY
 Date Issued: 28-OCT-2008
 Page: 1

KEY TO TRANSCRIPT IS PRINTED ON THE REVERSE SIDE.

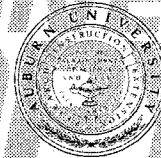
CONFIDENTIAL: THIRD PARTY ACCESS PROHIBITED WITHOUT WRITTEN CONSENT FROM STUDENT.

AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND.

REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED.

Issued To: ACES HR
 104 Duncan Hall
 Auburn University, AL 36849-5615

C. Doyle Bickers
 University Registrar



This officially sealed and signed transcript is printed on blue SCRIP-SAFE security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied a security statement containing the name of the institution should appear. A BLACK ON WHITE OR COLOR COPY SHOULD NOT BE ACCEPTED.

Course Level: Graduate

Current Program

Master of Agriculture

Program : MST Animal Sciences Non-Thesis

College : College of Agriculture

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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INSTITUTION CREDIT:

Fall 2006

College of Agriculture
 Animal Sciences

ANSC 7970 SPECIAL PROBLEMS EVAL & PRACTICE OF SCHOLARSHIP IN ANIM SCI 3.00 A 12.00

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00
 Good Standing

Spring 2007

College of Agriculture
 Animal Sciences

ANSC 7700 Musc Foods And Appl Musc Bio 4.00 A 16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00
 Good Standing

Summer 2007

College of Agriculture
 Animal Sciences

ANSC 7420 Nutritional Toxicology 3.00 B 9.00

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00
 Good Standing

Fall 2007

College of Agriculture
 Animal Sciences

ANSC 6010 Stocker Cattle Production 4.00 A 16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00
 Graduate Good Standing

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

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
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Institution Information continued:

Spring 2008

College of Agriculture
 Animal Sciences

POUL 6150 Food Laws And Regulations 3.00 A 12.00

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00
 Graduate Good Standing

Summer 2008

College of Agriculture
 Animal Sciences

ANSC 7610 Physiology Of Growth 3.00 A 12.00

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00
 Graduate Good Standing

Last Standing: Graduate Good Standing

Fall 2008

IN PROGRESS WORK

ADED 7600 Nature Of Adult Education 3.00 IN PROGRESS

In Progress Credits 3.00

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

TOTAL INSTITUTION	Earned Hrs	GPA Hrs	Points	GPA
20.00	20.00	77.00	3.85	

TOTAL TRANSFER 0.00

OVERALL 20.00

***** END OF TRANSCRIPT *****

If transfer credit is shown, please note the following information. When courses from other institutions have been articulated to the equivalent AU course, that AU course information is shown. Courses that have not been articulated are shown with PEND prefix with the course information from the sending institution. Courses that begin with COR have no direct AU equivalent, but are considered to fulfill the specific core requirement