

1818 Edgar Chapel Rd.
Phil Campbell, Al 35581
May 3, 2008

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

To Whom It May Concern:

I am writing to apply for the position of Regional Extension Agent listed on the Alabama Cooperative Extension Systems website. I am enclosing three completed forms from the ACES website, my resume, three letters of recommendation, and official transcripts from the colleges I have attended.

This listing provides the opportunity to maximize the skills and education that I believe make me a strong candidate for this position. With a Bachelor of Science degree in Animal Science, I possess the knowledge necessary to be successful in this position. Just as important, I possess a passion for this area of research and a strong desire to be part of a team that strives to better the industry for producer and animal alike.

Working as animal health manager at Winston Co-op for the last three years has taught me patience and priceless communication skills. I have learned to work closely with many other professionals in the field of animal health and management as well as many of our local producers. I am very excited about the opportunity to excel in a position such as Regional Extension Agent.

Please see my resume for any additional information. I can be reached any time at 205-269-6692.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,


Jessica Steward

Jessica Lindsey Steward
1818 Edgar Chapel Rd
Phil Campbell, AL 35581
(205)993-4040
turning-3@hotmail.com

Objective

A position in animal production and management with a special interest in food animal and equine research.

Education

Bachelor of Science in Animal Science, May 2003
Mississippi State University, Starkville, Mississippi
Concentration: Production Management

Advanced Diploma, May 1997
Haleyville High School, Haleyville, Alabama

Experience

Animal Health and Feed Manager/Sales, January 2005-Present
Winston Farmers Cooperative, Haleyville, Alabama

Assist in daily operations of the store such as orders of all feed and animal health supplies, inventory operations, invoicing, and customer service.

- Manage supply of animal products, including vaccinations, de-wormers, feed, tack, and equipment.
- Created and organized the annual Winston Farmers Cooperative Equine Meeting and Workshop.
- Oversee soil sample results and fertilizer blends.
- Implemented the use of software tools Form-U-Share and Lab-Talk 5.3 in the Winston County store.
- Interact extensively with Alabama Farmers Cooperative nutritionist and representatives in assisting area producers.

Trainer's Assistant, February 2000-May 2002

J Bar K Cutting Horses, Haleyville, Al

Performed daily operations of horse care in a large cutting horse facility.

- Provided daily care and maintenance of up to 25 horses, including feeding, grooming, and exercising.
- Gathered cattle to check and treat any sickness in the cattle as well as to use them in the training of the horses.
- Traveled to many states to assist trainer and clients in large NCHA shows.

Veterinary Assistant, May 1999-August 1999

Haleyville Veterinary Hospital, Haleyville, Alabama

Fulfilled responsibilities of animal care and management in the office of a licensed veterinarian.

- Performed computer tasks such as enrolling new patients and printing invoices.
- Assisted in all examinations and surgeries, as well as patient care pre and post-operation.
- Collected payment for services.

Secretary, January 1995-February 2002

William J. Young, M.D., Haleyville, Alabama

Handled clerical responsibilities for the office of a general practitioner on a part-time basis.

- Scheduled appointments and registered patients.
- Filed charts and insurance.
- Printed and mailed patient statements on a monthly basis.
- Collected all payments.

Skills/Certifications

Computer: Internet Explorer, Lab-Talk 5.3, Form-U-Share, Word, Excel, and Powerpoint.

Certifications: Artificial Insemination in cattle, Equine Sports Massage Therapy

Hobbies and Interests

Barrel Racing

Raising and managing excellent bucking bull prospects



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 Steward		First Jessica	Middle Lindsey	Social Security # 424139275	Daytime Phone # 205-269-6692	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 1818 Edgar Chapel Rd		City Phil Campbell		State AL	Zip Code 35581	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 July 1, 2008	Minimum Salary Required 32,000		

EDUCATION

	Name of School	Circle Year Completed	Major	Graduate Yes/No	Degree Obtained
High School	Haleyville High School, Haleyville, Alabama	8 9 10 11 12 GED		yes	Advanced
Voc School		Fr. So. Jr. Sr.			
College	Mississippi State University, Starkville, Mississippi		Animal Science	yes	Bach. of Science
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 From (Mo/Yr) To (Mo/Yr)		Hours Per Week	Name of Organization	Organization Address	Position Held	Immediate Supervisor	Salary	Reason for Leaving
Jan. 2005	Present	40+	Winston Farmers Coop.	2122 21st St, Haleyville, Al	Dept. Mgr.	Ken Loveless	\$10/hr	
Feb. 2000	May 2002	40+	J Bar K Cutting Horses	Hwy 93, Haleyville, Al	Training Asst.	Joey King	\$250/wk	Employer lost lease
May 1999	Aug. 199	20+	Haleyville Vet. Hospital	Newburg Rd, Haleyville, Al	Vet. Assistant	Ben Cashion	\$8/hr	Move back to school
Jan. 1995	Feb. 2000	5-20	William Young, M.D.	Hwy 195, Haleyville, Al	Secretary	B. Parrish	\$5.15/hr	Full time position

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

Manage all feed and animal health supplies, fertilizer blends and soil samples, Winston Farmers Cooperative, Haleyville, Al.
 Completed Master Cattleman course in the spring of 2006.
 Certified in artificial insemination in cattle. Certified Equine Sports Massage Therapist.
 Long time experience with cattle and horses.
 Three years experience working with AFC nutritionist and animal health representatives to provide great service to local producers.
 Organized annual Equine Meeting and Workshop at Winston Farmers Cooperative.

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 ESMT and Art. Insemination	Alabama 6434822	Word Processing Software	
Typing 55 WPM	Shorthand WPM	Computer Programming Languages	
Other Office Equipment		Laboratory Equipment	
Other			
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

Jessica Steward

DATE

5-5-08

EAST MISSISSIPPI COMMUNITY COLLEGE

SSN: 424-13-9275

Golden Triangle Campus

P.O. Box 100

Mayhew, MS 39753

(662) 243-1923

IDN: 424139275

DOB: 5/18/1979

NAME:

Jessica R Lindsey

ADDRESS:

1120 East Lee Blvd.

144

Starkville, MS 39759

STUDENT'S PERMANENT ACADEMIC RECORD

GRADUATION RECORD

GRADUATION RECORD

DEGREE:

MINOR:

DEGREE:

MINOR:

MAJOR:

LIBERAL ARTS

DATE:

MAJOR:

DATE:

COURSE NUMBER	DESCRIPTIVE TITLE	GRADE	HOURS ATTEMPTED	HOURS EARNED	QUALITY POINTS	COURSE NUMBER	DESCRIPTIVE DATE	GRADE	HOURS ATTEMPTED	HOURS EARNED	QUALITY POINTS
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THIS TRANSCRIPT IS ONLY OFFICIAL IF SIGNED AND SEALED

197-1998 Summer Semester

CHE 1214 GT	GEN CHEM I/LAB	B	4.00	4.00	12.00						
	TERM:	3.000	4.00	4.00	12.00						
	CAREER:	3.000	4.00	4.00	12.00						

First Transcript - Free, all thereafter are \$3.00 each.

** END OF RECORD **

OFFICIAL TRANSCRIPT ISSUED TO THE STUDENT IN SEALED ENVELOPE

GRADE SYSTEM AND QUALITY POINTS

A = 4 Quality Points	D = 1 Quality Point	W = Withdrawal	FA = Fail/Absences
B = 3 Quality Points	F = 0 Quality Points	AU = Audit	IP = In Progress
C = 2 Quality Points	I = Incomplete	P = Passing	* = Repeated R = Repeat

Faye Morgan
REGISTRARS SIGNATURE

APR 29 2008



NORTHWEST SHOALS COMMUNITY COLLEGE

1000 University Blvd
P.O. Box 1000
Milledgeville, GA 31061-1000
Tel: 478-222-1000

TEL: 478-222-1000 FAX: 478-222-1001

OFFICIAL TRANSCRIPT

JESSICA RENEE LINDSEY
STUDID: 44271

424-13-9275
DATE OF BIRTH: 05/18/1979

05/06/2008
PAGE 1

--- 1997-1998 SUMMER ---						
PRC/OPT: LA						
COURSE	GRADE	A-HRS	D-HRS	E-HRS	Q-HRS	QPTS GPA
CHM114 COLLEGE CHEMISTRY II	C			5.000	5.000	10.000 (3)
				5.000	5.000	10.000 2.000
				5.000	5.000	10.000 2.000
				3.334	3.334	6.668 2.000

NOTE: Prior to FA1998 course work was recorded in quarter hours. Effective with this term, all credits are in semester hours

--- 2000-2001 SPRING ---						
PRC/OPT: LA						
COURSE	GRADE	A-HRS	D-HRS	E-HRS	Q-HRS	QPTS GPA
MTH112 PRECALCULUS ALGEBRA	B			3.000	3.000	9.000 (3)
				3.000	3.000	9.000 3.000
				6.334	6.334	15.668 2.474

***** END OF ACADEMIC RECORD *****

PERMANENT ACADEMIC TRANSCRIPT

ADDRESSEE:

JESSICA STEWARD
131B EDGAR CHAPEL ROAD
PHIL CAMPBELL

AL 35581

Record of: Jessica Renee Steward
1692 Buntin Dr.
Starkville, MS 39759
United States of America

Issued To: Jessica Steward
1818 Edgar Chapel Road
Phil Campbell, AL 35581

Course Level: Undergraduate
Student Type: Continuing Student
Only Admit: Fall Semester 1997

SUBJ NO. C COURSE TITLE CRED GRD PTS R

Institution Information continued:

MA 1323 1 Trigonometry 3.00 C 6.00
Ehrs: 14.00 GPA Hrs: 14.00 QPts: 42.00 GPA: 3.00
Good Standing 1 MSU

Fall Semester 1998

ADS 3213 1 Perform Analy-Meat An 3.00 C 6.00
ADS 3312 1 Livestock Mgt Prac 2.00 A 8.00
AEE 3203 1 Intro Tech Writ Agco 3.00 B 9.00
CH 4511 1 Org Chem Lab 1.00 C 2.00
CH 4513 1 Organic Chemistry 3.00 F 0.00
PSY 1013 1 Gen Psychology 3.00 C 6.00
Ehrs: 12.00 GPA Hrs: 15.00 QPts: 31.00 GPA: 2.06
Good Standing 1 MSU

Spring Semester 1999

ADS 4611 1 Prac In Phy & Repro 1.00 B 3.00
ADS 4613 1 Physiology Of Repro 3.00 C 6.00
ART 1113 1 Art Appreciation 3.00 D 3.00
CH 4513 1 Organic Chemistry 3.00 F 0.00
CO 1003 1 Fund Of Public Speak 3.00 C 6.00
GNS 3103 1 Genetics I 3.00 F 0.00
Ehrs: 10.00 GPA Hrs: 16.00 QPts: 18.00 GPA: 1.12
Academic Alert 1

Fall Semester 1999

ADS 4113 1 Swine Science 3.00 A 12.00
ADS 4212 1 Livestock Eval 2.00 A 8.00
ADS 4412 1 Mng Lvstck Sales I 2.00 A 8.00
HI 1063 1 Early U S History 3.00 A 12.00
PSS 4103 1 Forage Pasture 3.00 A 12.00
Ehrs: 13.00 GPA Hrs: 13.00 QPts: 52.00 GPA: 4.00
President's Scholar
Good Standing 1 MSU

Spring Semester 2000

ADS 4314 1 Meat Processing 4.00 B 12.00

***** CONTINUED ON PAGE 2 *****

Current Student Program

College : College of Ag. & Life Sciences
Major : Animal and Dairy Science

MSU Degree(s) Awarded Bachelor of Science 10-MAY-2003

Primary Degree Awarded

College : College of Ag. & Life Sciences
Major : Animal and Dairy Science

SUBJ NO. C COURSE TITLE CRED GRD PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

Summer 1998 NW-Shoals CC Phil Campbell,AL
Ehrs: 3.33 GPA Hrs: 3.33 QPts: 6.66 GPA: 2.00

Summer 1998 East Mississippi CC Scooba
Ehrs: 4.00 GPA Hrs: 4.00 QPts: 12.00 GPA: 3.00

INSTITUTION CREDIT:

Fall Semester 1997

ADS 1114 1 Animal Science 4.00 B 12.00
CH 1043 1 General Chemistry 3.00 D 3.00
EN 1113 1 En Composition II 3.00 B 9.00
HI 1213 1 Early Western World 3.00 D 3.00
MA 1313 1 College Algebra 3.00 D 3.00
Ehrs: 16.00 GPA Hrs: 16.00 QPts: 30.00 GPA: 1.87
Probation 1

Spring Semester 1998

ADS 1132 1 Western Equitation 2.00 A 8.00
ADS 3232 1 Horse Science 2.00 A 8.00
BIO 1504 1 Plin Zoo 4.00 C 8.00
EN 1103 1 En Composition I 3.00 A 12.00
***** CONTINUED ON NEXT COLUMN *****

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Bobby R. Stokes
University Registrar

SUBJ NO.	C	COURSE TITLE	CRED GRD	PTS	R
Institution Information continued:					
ADS 4323	1	Beef Cattle Science	3.00 B	9.00	
NFR 4115	1	Nutrition	5.00 C	10.00	
SO 1003	1	Intro To Sociology	3.00 C	6.00	
Ehrs: 15.00 GPA Hrs: 15.00 QPts: 37.00 GPA: 2.46					
Good Standing 1 MSU					
Summer Term 2000					
2nd 5-Week Term 2000 Withdrew July 5, 2000					
Fall Semester 2000					
GMS 3103	1	Genetics 1	3.00 B	9.00	
Ehrs: 3.00 GPA Hrs: 3.00 QPts: 9.00 GPA: 3.00					
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 A	12.00	
BIO 2103	1	Cell Biology	3.00 C	6.00	
BIO 3304	1	General Microbiology	4.00 A	16.00	
CH 4513	1	Organic Chemistry	3.00 D	3.00	
Ehrs: 16.00 GPA Hrs: 16.00 QPts: 43.00 GPA: 2.68					
Good Standing 1 MSU					
Summer Term 2002					
HI 1073	1	Modern U S History	3.00 B	9.00	
PSY 3623	1	Social Psychology	3.00 A	12.00	
Ehrs: 6.00 GPA Hrs: 6.00 QPts: 21.00 GPA: 3.50					
Good Standing 1 MSU					
Spring Semester 2003					
ADS 4213	1	Livestk Nfr Require	3.00 A	12.00	
AEC 2713	1	Intro To Ag Econ	3.00 A	12.00	
AEC 3133	1	Intro Agribus Mgmt	3.00 A	12.00	
BCH 4603	1	Gen Biochem	3.00 B	9.00	
EC 2113	1	Prin Of Macroecon	3.00 A	12.00	
PE 1223	9	Personal Health	3.00 A	12.00	
***** CONTINUED ON NEXT COLUMN *****					

SUBJ NO.	C	COURSE TITLE	CRED GRD	PTS	R
Institution Information continued:					
Correspondence Course					
Ehrs: 18.00 GPA Hrs: 18.00 QPts: 69.00 GPA: 3.83					
President's Scholar					
Good Standing 1 MSU					
***** TRANSCRIPT TOTALS *****					
Earned Hrs GPA Hrs Points GPA					
TOTAL INSTITUTION			123.00	132.00	352.00 2.66
TOTAL TRANSFER			7.33	7.33	18.66 2.54
OVERALL			130.33	139.33	370.66 2.66
***** END OF TRANSCRIPT *****					

AN OFFICIAL SIGNATURE MUST BE WRITTEN WITH A MAROON BACKGROUND

DO NOT ACCEPT THE SIGNATURE BELOW IF DISTORTED

This document is the property of the Registrar's Office and should be kept in a secure location. It is not to be distributed to anyone other than the Registrar's Office. If you have any questions, please contact the Registrar's Office at (662) 915-2100.



Bobby R. Stokes
University Registrar

A BLACK & WHITE DOCUMENT IS NOT OPTIMAL

Ben Cashion D.V.M.
4545 Newburg Road
Haleyville, Alabama 35565
205-486-2295
bscashion@yahoo.com

To whom it may concern;

I am writing this to recommend Jessica Steward to the Cooperative Extension Service. Jessica worked for me while attending high school. She proved to be a dependable worker even as a teenager. Jessica performed routine cleaning and technician type duties with ability and with a good and cooperative attitude. It is my feeling that she would be a good personnel choice for the extension service. I have watched Jessica grow up and have followed her college and professional career and would feel very safe in hiring her for a position requiring initiative and the ability adapt to new ideas.

Please feel free to contact me about Jessica if you feel the need to know more.

Thank you

Ben Cashion D.V.M.

To Whom It May Concern:

I would like to take this opportunity to recommend Jessica Steward for the position of Regional Extension Animal Specialist for Northwest Alabama. Jessica is highly qualified and posses all the needed skills to create a strong working relationship between The Alabama Cooperative Extension Service and producers who live and work in this area of Alabama.

I have known and worked with Jessica over the last 4 years in my position as Animal Nutritionist with Alabama Farmers Cooperative. I have worked with Jessica as she developed and conducted both horse and cattle producer meetings that proved very beneficial to all who attended. I have observed her as she visited with producers while in the store as well as on the farm and I found Jessica to be very personable, cordial, and knowledgeable in the areas of both nutrition and animal health. Jessica also posses the educational background required of this position as well as the practical background of owning both cattle and horses of her own. I believe that these skills can be invaluable to The Alabama Cooperative Extension Service as they fulfill their role of providing useful and helpful information to producers at the local level.

Again, I would highly recommend Jessica as a knowledgeable candidate who would be a great asset to The Alabama Cooperative Extension Service as a Regional Extension Specialist. If I can be of further assistance, please feel free to contact me at 256-947-7886 or e-mail at jimmvh@alafarm.com.

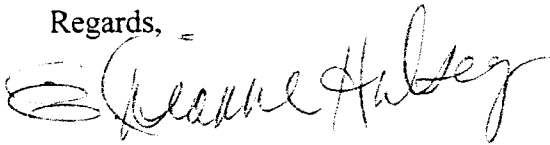
Jimmy Hughes
Animal Nutritionist
Alabama Farmers Cooperative
Decatur, Alabama

To Whom it May Concern:

It is a genuine pleasure and honor for me to recommend Jessica Stewart for the Regional Extension Agent Position. I have worked with Jessica at Winston Farmer's Cooperative since January 2005.

Jessica has proved herself many times to be loyal, reliable, and a trustworthy employee. She has always gone the extra mile to get a job done. She has proven herself to be knowledgeable about the job she does here and when a problem arose that she wasn't sure about she searched the web or other resources to find the solution. She has a good working relationship with her fellow employees, and when asked to fill in for one that was out for whatever reason, she complied with no complaints. Although I will not lose a friend when she departs, it will sadden me to lose such a valued employee. I know that her position here does not give her as much opportunity to use her education and knowledge as this new position would or allow her to grow as much. I wish her all best of luck in the world wherever her path leads her.

Regards,

A handwritten signature in cursive script, appearing to read "E. Dianne Hulsey".

E. Dianne Hulsey
Bookkeeper
Winston County Farmer's Cooperative