To whom it may concern:

I am contacting you in regards to the OFA III position advertised on your website. This position looks very interesting and I would be delighted to work with your company.

My relevant qualifications include a range of experience working as a member of a team, excellent communication skills, and the willingness to learn. I have certification in both OFA III and EMR, but I am not currently registered as an EMR.

While I do not have any job specific experience in administering first aid to humans, I do have valuable knowledge and experience with basic first aid. Being responsible for the well-being of horses has allowed me to develop skill in treating minor wounds and ailments and knowing when to consult a veterinarian for further support. When the owner of the barn is not present, I have shared the responsibility of ensuring the smooth functioning of the facility, including: managing feeding, turnout, and exercise schedules; as well as ensuring that the boarders’ needs are cared for.

I am also currently enrolled in an online fire academy which has helped me to gain mechanical and building structure knowledge. Other skills that I would bring to your company include the ability stick to a plan while still maintaining flexibility. Training horses has taught me to be precise and skilled with my time, to persist and persevere with a task, and at the same time to plan for the unexpected. One of the most important skills that I have gained from working on a farm is the ability to start work early in the morning and stay outside until late at night, all while engaging in a physically demanding job.

With my skill set and personal attributes, I believe I can be a valuable addition to your company. You can reach me for an interview at your convenience. I am eager to learn and would welcome the opportunity and challenge that I am sure a first aid attendant job would offer. Thank you for considering my resume.

Sincerely,

Jessica Fritzke

**Jessica Fritzke**

25162 40 Ave, Langley

Cell: (604) 868-8193

E-mail: fritzkej@gmail.com

**Skills and Tickets:**

September 2013 Enform H2S Alive Ticket (Student # 2857563)

* Ticket is in the mail

2013 Enform Petroleum Safety Training Ticket (Student # 2850407)

* Ticket is in the mail

2013 BC Security Worker’s License (E113353)

2013 Nonviolent Crisis Intervention Training (CPI)

March 2013 Occupational First Aid Level 3 (1-44WMJL)

2012-2013 Counseling Internship at Child and Youth Mental Health-Abbotsford

* Over 240 hours of direct clinical experience counseling children and adolescents in a government agency
* Experience co-facilitating groups with other members of the team
* Collaborative efforts in a team environment to work towards a common goal with the best interest of the client at the forefront
* Ask for consultation and training when necessary, participate in consultation with other team members

2013 Alberta Class 3 Unrestricted Driver’s License with Airbrake Endorsement

2005-2013 Alberta Class 5 Driver’s License

May 2012 JIBC Emergency Medical Responder Certificate

2011-2012 Counseling Practicum through Trinity Western University

* Over 30 hours of directly supervised counseling experience with a variety of populations
* Work as part of a team and participate in consultation

**Paid and unpaid work experience:**

2013 Security Guard for Paladin Security

* Worked in a variety of settings and received experience applying a number of different restraint techniques
* Healthcare security in a busy hospital setting
* Experienced shift work and worked as a member of a team
* Responsible for the safety of staff and patients

2010-present Farm Hand at Jump Start Stables

* Work long hours, starting in the early morning and working into the evening
* Assist in minor medical treatment of horses including: cleaning and dressing minor wounds, incidents of colic, assessing areas of lameness
* Assist in stall cleaning and other manual tasks
* Feed and care for 40 horses when the farm owner is away, and assist in these tasks when the owner is present
* Exercise horses on an as needed basis, and assist students in preparing for riding lessons

2011, 2010, 2008 Grande Prairie Public School District Summer Student Work Crew

* Operated small lawn tractors and power tools including: drills, diamond saws, skid steer mowers, weed whackers, light truck and trailer
* Worked as part of a three person team to complete tasks by a given date
* Painting, landscaping, assisting journeymen

Summer 2011 Horse Trainer and Assistant Instructor at Garden Hills Farm

* Worked in conjunction with the farm owner on a 30-day program to break and train young horses
* Helped owners work through problems they are experiencing with their current horses, and advance their training

Summer 2011 Pony Club Instructor

Summer 2009 Horse Rider and Stable Hand at Garden Hills Farm

Summer 2009 Face to Face Therapist

2006 -- 2009 Office Support Staff for Fritzke Counseling and Psychological Services

2006 – 2008 Ernie’s Sports Experts, Sales Associate

Summer 2007 Farm Hand at Riverside Stables

2006 – 2007 Volunteer at Queen Elizabeth II Hospital

2005 – 2007 Office Support Staff for DKF Counseling (Part Time)

**Education:**

2011 – Present Trinity Western University, Langley, British Columbia, M.A. in

Counseling Psychology

2008-2011 University of British Columbia, Vancouver, British Columbia, B.A. in Psychology

2007-2008 Grande Prairie Regional College, Grande Prairie, Alberta, Year One B.Sc. Biology

2004-2007 Grande Prairie Composite High School, Grande Prairie, Alberta, High School Diploma

**References**

Shirley England Rhonda Thompson Hylda Gordon

Owner Owner/Operator Associate Team Leader

Garden Hills Farm Jump Start Stables MCFD-Abbotsford

(780) 354-3066 (604) 313-2480 (604) 870-5880