

## Obtain a position as a Food Inspector

Jacob Ajang  
9829 Evans St  
Omaha, 68134  
Cell phone: (402) 320-3992  
Home Phone: (402) 884-8931

FSIS HRFO Service Teams  
Butler Square West 4<sup>th</sup> Floor  
100 North Sixth Street  
Minneapolis, MN 55403-1564

Dear Human Resources Operations:

I am writing to express my sincere gratitude to you for accepting my official transcripts and resume for the position of Food Inspector with the USDA. It means a lot to me to be a selected candidate. I appreciate the time you took to review my academic credentials for this position.

I forgot to include on my resume my experience working in the food production area at Iowa Beef Production (IBP), the largest beef packing and the second largest pork processing plant in the United States until acquired by Tyson Foods in 2001. I worked there from August of 2001 to August of 2002 when I became a full-time student at Grace University. My daily routines included working as a meat rack loader, scale operator, unloader, cutter, and in various positions in the smoking process. I worked in many departments including final packaging, slicing and various other responsibilities.

Per your job requirements, I am submitting details requested for the position of Food Inspector. Below is a more detailed summarization of my experience and ability to meet the job requirements:

**1. Sorting good from bad:**

Example: During the smoking process, I was trained to look for any red, dark meat and fluid in the plastic sack. This meant the meat was bad and would be discarded and any further processing would be discontinued.

**2. Applying, interpreting, explaining standards:**

Examples: I followed instructions in the Company manual regarding hand washing and proper handling of hazardous materials, usage of equipments and

proper uniform attire. I was in compliance with Company Policies and Procedures.

**3. Making decisions regarding sanitation:**

Example: I met all supervisor expectations on a daily basis. I kept my area free from contamination. If I saw possible contamination in another area, I reported the concern of sanitation to the person in that area and if needed to the supervisor.

**4. Meeting standards and communicating with other:**

Example: I was prompt and participated in all departmental meetings. I was always available to work. My communication with other staff members was productive and efficient. I was able to communicate with my coworkers that the safety of employees and the protection of the company operations is based on our daily responsibility.

**5. United States Citizen.**

It is my pleasure to have been an American citizen since August 2006. I am grateful for the opportunity to become part of this country and hope to share my zest for the United States with others.

**The following has also enhanced my credential ability to meet the Food Safety Inspector position:**

As indicated on my resume, I have received a Bachelors of Science from Grace University in Omaha, Nebraska. I am currently pursuing a Masters of Science in Human Services at Bellevue University in Omaha, Nebraska. I plan to work this job while attending classes at Bellevue University. In addition to my traditional coursework, I have additional training in Business, computers, and mediation. I have the maturity, skills, and abilities to work with multicultural background people.

My record of academic achievements and professional career history demonstrates attributes that make me a valuable employee. My resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

I previously worked at Alegent Bergan Mercy Medical Center as Food and Nutrition and a Diетarian Associate. This has given me experience of sorting out patient food orders and diets. I coordinated meals for patients' daily consumption and created menus specific to patients' dietary restrictions and needs.

As a Blood Donor Telerecruitor at the American Red Cross, I have acquired excellent customer service, problem-solving skills and knowledge of several PC applications. I maintained accurate records of donors/groups contacted and appointment schedules to avoid errors and to create an environment for positive customer satisfaction. My background has prepared me for handling diverse challenges.

I am currently working at the Nebraska Medical Center as a Guest Services Associate. I have direct contact with patients every day and also balance the night audit. Working at the Nebraska Medical Center has enabled me to be of service to patients and families of diverse cultures and who require special needs.

I am also working at Metropolitan Community College (MCC) as an academic advisor. My overall responsibility is to help students pursue their educational goals. My daily routine includes screening students and assessing their educational needs. This encompasses advising, testing, cashiering, and overall student services. I am entrusted with confidential information, money, and assisting my colleagues. I have excellent communication skills, adapt to situations easily, and am a strong problem-solver who can learn quickly. I am known for my hard work, professionalism, and dedication to MCC.

Through my experiences and academic background, I have acquired determination, independence, initiative, and the ability to apply learning proactively. I believe that I would be a perfect candidate for this position and would welcome the opportunity to work as a Food Inspector with the USDA. In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done. I am willing to bring my experiences and skills to help promote the expansion of the United States Department of Agriculture.

I remain very interested in working for the Food Safety Inspection Service and look forward to hearing from you once the final decision is made regarding this position. Please feel free to contact me at anytime if further information is needed. I can be reached by email at [jajang@mccneb.edu](mailto:jajang@mccneb.edu) or by phone at (402) 320-3992. Thank you once again for your time and consideration.

Very Truly Yours,

Jacob Ajang

Enclosure