John BUrton

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I am writing to express my interest in the Accounts Payable Clerk position. I came across this job opening while searching online for potential start of my accounting career. Within a year I will graduate with a Bachelor’s of Science, Accounting.

For over three years, I have been in charge of leading many groups and teams, ranging from managing high school seasonal crews in agriculture to running a Christmas tree lot in California, as outlined on my resume. I have held a variety of jobs. Though my office experience is limited, my track record shows that I am very teachable, energetic, a fast learner, and excel at working independently and with a group to attain a common goal.

I believe I would be a great asset to Braun Northwest. I have always looked for jobs where I could use the knowledge I am acquiring to begin my career. I appreciate your consideration and look forward to hearing from you.

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# Experience

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| 2014 – CurrentSeasonal FOreman/ Field Labor, Christmas Hills Tree Farm Manual Labor, and running our seasonal High School crew the last 3 years. Duties include hiring/firing employees, scheduling, and working alongside the crew to cultivate exceptional Christmas trees. Year round tree grooming, planting, and field preparation. |
| Nov. – Dec. 2017Christmas Tree Lot Manager, Nancy’s Ranch, Santa Clarita CA. Hiring, Scheduling, Logistics, Cashier, Salesman, General Management. I worked with the owner to successfully operate, and sell out, her Christmas tree lot in CA. I worked 14+ hour days, 7 days a week to ensure a prosperous season. SUmmer, 2015Exterior Painter, Judd Painting Prepped and Painted Houses. This seasonal job taught me hard work, and attention to detail. Since this job I have painted many houses for friends and family. I enjoy being able to serve others using my skills. |

# Education

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| 2014- 2016BA, Music Ed, Central Washington University I did not complete this degree. However, I did complete most of my general education classes and learned about music, my hobby, and how to focus and study. My time at CWU was incredibly helpful in preparing me for my future. |
| FEb. 2017 - CUrrentB.S. Accounting, Western Governors University I am within a year of completing my Bachelor’s Degree. So far, I have excelled in most courses, and exercised grit and self-discipline in others. I enjoy the topics I am learning about and look forward to applying it to a new career. |

# Skills

Some skills and personal qualities include Time Management, Decision Making, Creativity, Leadership, Self-motivated, Proficient with Microsoft Suites, and a Quick and Enthusiastic Learner.

# Activities

I have been volunteering for my church worship team for the last 11 years. In that past I have volunteered many different places including being a leader for Young Life, and teaching a beginners’ guitar class. Summer 2017, I played guitar in the pit for a local musical at the Roxy theatre in Morton. Since spring, I have participated in a city running club running weekly 5ks.

# References

Kyle Rasmussen

(360) 304-1182

Pastor at Bethel Church

Bob Walters

(360) 508-0349

W.F. West HS Principal

Gary Weidenaar

(509) 963-1616

CWU Professor/Choir Teacher