John Sample

1234 Main St.

Somewhere, VT 00000

February 1, 2017

Sally Smith

Geologist

5555 Maple Rd.

Somewhere, CA 00000

RE: Geoscience and Forestry Research Assistant

Dear Ms. Smith,

Growing up on Cape Cod, Massachusetts I learned about the necessity of habitat conservation and also the challenges facing conservation efforts through my community. Life on Cape Cod is tied to the environment, that conservation and the idea of sustainable development is really at the forefront of every decision that’s made. My ultimate career goal is to help communities around the globe meet the threat of climate change, and ensure the sustainability of development and life. I believe that this internship would give me the hands on experience to not only pursue my career goals but it will also allow me to make a positive difference in something I feel connected to on a personal level.

I am a rising senior at the nation’s oldest Private Senior Military College pursuing a Bachelor’s in environmental science. As a member of the Corps of Cadets I have gained hands-on leadership training and consistently challenged both mentally and physically. This unique experience has instilled in me a determination and a work ethic that only a military college could.

With this work ethic I have:

* Balanced three separate landscaping jobs last summer which resulted in me working 10-12 hour days 5 days a week.
* Saved taxpayer money by heading the planning and integration of a severe erosion control project that put a public parking lot in jeopardy.
* Instrumental in implementation of goats as a means of poison ivy control on public summer camp grounds. This system is unique and environmentally sound as it avoids the use of herbicides.

My military training and work experience has helped me to develop strong written, public speaking, and interpersonal communication skills that enable me to work well in a team. My studies in environmental science and engineering have taught me to think critically and solve problems.

I hope to have the honor of working in Redwood National park with you this summer, gaining hands on experience in an area I plan to pursue as a career. I look forward to discussing my qualifications with you further. I will follow up my application with a phone call two weeks after the closing date.

Thank you for your time and consideration.

Very Respectfully,

John Sample