

Dr. Sandra Smith
Director of Field Operations
The Nature Conservancy
1234 Main Street
Rochester, NY 13124

Dear Dr. Smith,

I am writing to apply for the position of Field Technician in Western NY, as advertised on The Nature Conservancy's website. I am an excellent candidate for the job because I am passionate about your company's goal to protect the environment and educate the public, and I have cultivated the skills and qualifications necessary for the position.

My experiences as an undergraduate at Francis Marion University, SC, and as an intern at Lynches River County Park, SC, have prepared me well for the job. From my university coursework, I have become well-versed in plant and animal identification, as well as the principles of environmental conservation and ecology. At the park, I have led birdwatching trips, kayaking tours, and river clean-ups. Based upon these endeavors, and others, I am confident that I can contribute to The Nature Conservancy and help create a world where people and nature flourish together.

Accompanying this cover letter is my résumé, which showcases my educational and workplace accomplishments. I am available for an interview at your convenience, whether it is via a phone interview, online video conference, or in-person meeting. I am eager to pursue this exciting career opportunity with you, and I will contact you within a few weeks to inquire about the status of my application.

Thank you in advance for your consideration, and I look forward to speaking with you soon.

Sincerely,

A handwritten signature in black ink that reads "Greg Pryor". The signature is written in a cursive, flowing style.

Greg Pryor
6789 Creek Road
Evergreen, SC 32640
(555) 666 – 7777 (phone/text)
gpryor@fmarion.edu