

Appendix A5-Sample Cover Letter

Joseph Sample
1200 University Street
Spearfish, SD 57783
Cell: 605-642-0000

Date

Name
Job Title
Company
Street
City, State Zip

Dear Ms. LastName:

I am interested in applying for The Outdoor Campus-West summer naturalist Internship position that was listed on the State Bureau of Personnel website.

I have had a great deal of experience working with people in outdoor education settings: I completed Project WILD, Growing Up WILD, Project Learning Tree, and Leopold Education Project trainings. I volunteered to lead a "Tree ID" station at Project Learning Tree's "Science Day in the Canyon" with over 100 5th graders. I am also a Leave No Trace trainer and certified as a Wilderness First Responder and American Red Cross Lifeguard.

Last summer, I worked as a recreation specialist with the Smalltown City Recreation Department; I led activities with children ages 7 to 12. I am seeking to complement this experience by working in a conservation education setting in order to acquire the background necessary for a future career in natural resource interpretation.

I look forward to speaking with you and scheduling an interview. Thank you for your consideration.

Sincerely,

Signature
FirstName LastName