Recipient Name

Title/Company

Address

Dear Recipient Name:

I am pleased to be applying for the position of {position} at {company name}. I feel that my gained studies and skills such as field research, data collection, and public speaking make me a perfect fit for the role.

As a senior at Longwood University in the Biology department, I have a wealth of experience in conducting research and compiling written reports and analyses of my findings. The time is spent at my internship, a small zoo, allowed me to gain stronger assets and skills within my research, writing, and independent fieldwork abilities. Furthermore, my work as an animal behavioralist required extensive time management and integrity, which ultimately prepared me for the deadlines and team demands of {position} at {company}.

Main highlights from my experiences include, conducting research spanning over 200 species of animals, data entry and analyses skills, mentoring new internship students, and conducting resource conservation and restoration.

What draws me to {company} is your work in {whatever the company does}. Having studied the effects of {biology related topic}, I believe I can lend some proficiency to your efforts to research and the development of new techniques.

I have enclosed my resume, which further details my education and experience. I look forward to the opportunity to discuss my skills and qualifications in person at your earliest convenience. Please reach me by email at megan.curry@live.longwood.edu or by phone at (540) 309-4442. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

