Rebecca Mills

Manassas, VA | (703)479-0894 | rdm.0894@gmail.com

3/30/23

American Conservation Experience

Prince William County, VA

Dear American Conservation Experience,

I am writing to express my interest in the Invasive Species Member position at the American Conservation Experience. I am about to graduate in May 2023 with my Bachelor of Science degree with a major in biology and minor in chemistry, and I feel confident that my skills are adequate for the position.

As noted in my resume, I have various skills in computer programs that make me qualified for the position. These include Excel, Word, R studio, and ArcGIS. My education in these programs has given me exceptional abilities to communicate in a scientific context through writing and mapping, which has allowed me to improve my capability to pay close attention to detail. I also have experience with field work in courses I’ve completed such as Field Ornithology and Ecology.

I have two years of research experience in a microbiology lab as a teaching assistant, which has taught me a lot about the importance of time management, adequate communication, organization, problem solving, and multi-tasking. I have great personable skills and know how to communicate effectively with others and resolve issues.

The qualifications mentioned as well as my reliability, critical thinking skills, and overall willingness to learn indicates that I am an excellent candidate for the position. Thank you for considering me and I look forward to hearing back from you.

Sincerely,

Rebecca Mills