

Use same heading as your resume so they are a clear set

# NANCY NGUYEN

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Dr. Peter Smith, Wildlife Biologist  
Colorado Parks and Wildlife  
317 W. Prospect St.  
Fort Collins, CO 80526

## Paragraph 1:

Express **enthusiasm** for job, state **interest/passion** that aligns with organization's values, introduce **2 top skills** you'll discuss in letter.

These should be **key skills the job posting asks for** in the Requirements!

Dear Dr. Smith:

I am excited to apply for the Research Assistant position listed on the Colorado Parks and Wildlife Division (CPW) website. I share CPW's passion for conserving our country's wildlife, and through volunteering with CPW last summer, I experienced the impact the division has on land stewardship and fish and wildlife protection firsthand. I think I'm an excellent fit for this role because of **my wealth of wildlife biology research experience** and **my strong communication skills**.

**To begin, my education and extensive experience in wildlife biology research would help me excel as your Research Assistant.** For one example, in my position as a Wildlife Technician with the Idaho Department of Fish and Game, I performed invasive plant control, fence repair, and minor irrigation repairs. I also assisted a wildlife biologist in tracking mule deer with radio telemetry to conduct fawn rearing habitat studies, and a fisheries biologist with the spawning of Chinook salmon. Finally, I conducted surveys for Columbian Sharp-Tailed Grouse, a species of concern in Idaho, and wrote a 15-page technical report summarizing my findings. I know from volunteering with CPW that you all work in similar areas, and believe my range of experience would allow me to contribute right away as your Research Assistant.

**Furthermore, my strength in communications and public relations would enable me to effectively relay scientific information about CPW's wildlife management programs to the public.** For example, when I acted as a spokesperson for the City of Fort Collins Natural Areas programs, I interacted with the public on a near-daily basis. I educated individuals and groups about the goals and practices of the Natural Areas Programs and advised the public about how to restore, maintain and protect native plants and the wildlife on their own properties. I was consistently complimented by the public and recognized by my supervisor for my ability to deliver engaging, easy-to-understand programs to the public.

Thank you very much for your time and consideration. Please let me know if you have any questions, and I will email you next week to see if we can schedule an interview.

Sincerely,

Nancy Nguyen

## Paragraph 4.

**Thank the employer.** Let them know you will follow up to request to schedule an interview.

## Ps 2-3:

In each of your 2 middle paragraphs, **connect** how a **skill** you named in Paragraph 1 will **help you excel in this role** in the topic sentence.

Then **tell a story** showcasing that skill to **prove it.** Use the **Problem/Situation, Action, Result** structure. Don't just repeat your resume; give more details to **bring the reader "in the room" of the experience** with you.