

Cover Letters

Your cover letter explains to the employer how the qualifications set forth in your resume make you an appropriate choice for the position available. Use this four-point process to create cover letters with impact:

- 1. The reason for the letter (Here is what I want):**
 - I am interested in the Park Ranger opening advertised in the April 12 issue of *Forestry Monthly*.

- 2. Explain your qualifications (Here is a little bit about me):**
 - I am a senior at the School for Public and Environmental Affairs (SPEA) at Indiana University, majoring in public management because I want to pursue a career in public service. SPEA has provided me with the opportunity to combine courses in management with conservation, natural resources, and land management. In addition to the coursework, I have worked closely with Prof. Smith on his Great Lakes project, where I have had a chance to do extensive fieldwork with water resources, wetlands, and beach erosion.

- 3. Why do you want to work for them (I know who you are and what you do):**
 - I know that the Forestry Service maintains all federal parks and recreation areas, and is particularly involved in matters of public education about the value of natural resources and tourism.

- 4. Closing (How you can contact me or I'll contact you):**
 - I have included my resume and references. I will contact you next week to discuss opportunities at the Forestry Service.*

* You can make this follow-up by phone (leave a voice-mail) or e-mail. Here's what you'll say (write): "Last week I applied for a park ranger position in Yellowstone National Park. I am very excited about this opportunity. Please let me know if you need any additional references or information. I look forward to talking to you." You don't need to ask for a thing.

Sample Cover Letters ([link to](#))

Send your cover letter to CaSAA for review
(speacare@indiana.edu).

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(812) 555-1212 • aspeastude@indiana.edu

September 1, 2005

Henry Schmidt
Director, Ecological Studies and Management
APEX Environmental, Inc.
Anytown, ST 00000

Dear Mr. Schmidt:

I am interested in your summer internship program, which I saw on your website. As a first year graduate (Master of Public Affairs) student at the School of Public and Environmental Affairs at Indiana University – Bloomington, I am very interested in communicating environmental protection throughout the community.

I have an extensive writing background, including writing for the award-winning college paper, the *Indiana Daily Student*, on environmental and public policy matters, and free-lancing for some local newspapers. Through my writing experiences, I not only had to write well, but I developed strong relationships with my audiences and with those I interviewed for the stories. Through my graduate studies, I have begun to develop a solid foundation of environmental studies. My courses include economics, ecology, and policy. I also have strong research skills developed during college and my three years working in the school library. Finally, from my previous work experience as an office manager I have developed strong computer, organizational, and inter-personal skills.

I know that APEX has a reputation for ensuring local involvement, which is vital for communities facing environmental challenges. I have read the white papers and press releases on your web site, and would like to be part of a team that has been responsible for so many vital projects.

I have included my résumé. I will contact you next week to discuss internship opportunities at APEX. I look forward to speaking with you in the near future.

Sincerely,

A. Spea Student