

Your Name  
Your phone number  
Your email

DATE

NAME OF COMPANY

LOCATION

Dear \_\_\_\_\_ or Hiring Manager,

I am reaching out to express my enthusiastic interest in \_\_\_\_\_ position at \_\_\_\_\_, a role that I believe offers the opportunity to develop a strong skill set at a top \_\_\_\_\_ agency/firm.

After working as a science teacher at an elementary school for six years while completing a Master of Arts in Biology, I am ready to transition into a position that presents an exciting new set of challenges. While my time at Success Academy has led me to career milestones such as leading my science department, achieving 80%+ students passing internal assessments, and ranking in the top 5 teachers across the school network, I am excited by this opportunity to apply my undergraduate and graduate science degrees to \_\_\_\_\_ (insert specific roles/tasks from job description).

While obtaining a Master's degree in Biology from Miami University, I published an original research paper in the Journal of Landscape Ecology focusing on citizen science pollinator observations throughout the five boroughs of New York City. I also directly connected my community to nature by creating a native pollinator garden at my school in conjunction with the NYC Parks Department. As part of my undergraduate coursework at Bates College, I published another article in the Journal of Pollination Ecology on bee visitation to rewarding and rewardless flowers. As an accomplished educator with extensive ecological research and community outreach experience, I feel I have much to offer \_\_\_\_\_ in achieving goals of \_\_\_\_\_ (insert specific goals from company site). I am particularly drawn to the mission of \_\_\_\_\_ (insert specific goals from company site).

I look forward to bringing forward my unique experiences and perspectives to help the \_\_\_\_\_ team make progress towards their goals of creating a healthier and more sustainable future in \_\_\_\_\_.

Attached is my resume for further review. I am excited to elaborate further on my qualifications and my eagerness for the opportunity to grow my career at \_\_\_\_\_.

Thanks in advance for your time and consideration.

Sincerely,

[Your Name]