

COVER LETTER WRITING

Sample Cover Letter: Environmental Studies

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Janet Montgomery
Project Manager, Oak Ridges Moraine Initiative
Regional Municipality of York
17250 Yonge Street
Newmarket, Ontario L3Y 6Z1

Re: Position of Field Coordinator, #0012

Dear Ms. Montgomery,

When I first heard that the Oak Ridges Moraine Initiative was being acknowledged with provincial funding, I could not help but feel a sense of pride that I had played even a small part in this turn of events. For the past 3 years I have studied, fund-raised and lobbied on behalf of the moraine while completing my Bachelor of Environmental Studies at York University, specializing in **Environmental Management**. I would love to continue to be a part of the efforts to promote the protection of this environmentally sensitive area as a **Field Coordinator** with the Oak Ridges Moraine Initiative.

As an Environmental Officer with the Toronto and Region Conservation Authority last summer, I performed many of the functions of a field coordinator and managed all of the logistical details of the Humber River Green Infrastructure Project. In this role, I demonstrated what my supervisor called “**an uncanny ability to plan ahead and build collaborative relationships**” by accurately assessing supply needs, negotiating favourable payment and delivery terms, liaising with community and government partners, and even involving the press prior to the project launch so to ensure accurate and thorough press coverage of the project. As a result, my team of 12 consultants, scientists and students was able to carry out its work with the necessary permits, equipment and emergency gear **on time and on budget**. At the end of the project, the Head Consultant commended me for the “smooth and flawless execution” of the project.

Throughout my degree, my grasp of industry-grade environmental testing standards and protocols has placed me in the **1st or 2nd percentile of every course** covering this material. My honours thesis research project on the effects of construction activity on a small body of water was so well-received throughout the academic community at York University that I was selected to present my work at the Regional Conference on Water Conservation this spring.

Beyond my effective coordination skills and scientific knowledge of environmental management, my demonstrated ability to **inspire and motivate teams**, will provide an invaluable addition to support the work of the Oak Ridges Moraine Initiative. I would be delighted to meet with you and elaborate on the details I have included in my résumé.

Sincerely,

Marla Brown

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