

Elements of a Successful Cover Letter

<i>Elements of a Successful Cover Letter</i>	
Format	<ul style="list-style-type: none"> • <i>Use consistent format</i> • <i>Clear, concise writing</i> • <i>Correct grammar and spelling</i> • <i>Omit address if sending as an email</i>
1st Paragraph Why them? <hr/> Mission? Values? Culture?	<ul style="list-style-type: none"> • <i>Identify the position you are applying for</i> • <i>If possible, name any referral or contact</i> • <i>Link your education and work experience to the job</i> • <i>State why you are interested and a good fit for this organization</i>
2nd Paragraph Why you? <hr/> Success Numbers Connect!	<ul style="list-style-type: none"> • <i>Identify your 2-3 strongest qualifications as they relate to the job</i> • <i>Build on applicable work, education, or service accomplishments</i> • <i>Include results-oriented success statements – using specific examples</i> • <i>Can be paragraph or bullet point format</i>
3rd Paragraph Thank you	<ul style="list-style-type: none"> • <i>Thank the employer</i> • <i>Request an interview</i> • <i>Discuss how and when you will follow-up</i>

AMBER CRANE

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INTERPRETIVE PARK RANGER INTERN

My love for wildlife and our national parks coupled with experience in Grand Teton National Park, has me very excited about sharing knowledge about this park to visitors with the National Park Service. Last summer I worked as an interpreter and first mate on Colter Bay Scenic Cruises. I enjoyed sharing information about landscapes, wildlife, and history in a fun and educational way with up to 40 guests on Jackson Lake. As a junior in Wildlife Science, I am prepared and excited to again work with guests in my favorite national park.

I am prepared to present short guided talks at visitor centers or on the trails I have hiked so often. The exposure to other divisions will allow me to apply my field and communication skills while learning to help manage this "National Treasure." Additionally, my love for the outdoors and commitment to preserving parks and wildlife is enhanced when I have the opportunity to share my passions with people of all ages from across the world.

After completing my degree in Wildlife Science, I hope to launch my career with the National Park Service; this chance to work with your team is an unmatched opportunity for me. I am confident that I will be able to provide the park with an informed, enthusiastic, and hard-working, interpretive attitude. I look forward to hearing back from you by next week!

Sincerely,

Amber Crane