

# Cover Letter Example

## INITIAL

Last semester in my Animal Behavior class we chose a focus research question and wrote a manuscript about a topic in conservation. I had to research the question, summarize the findings, and then present this information to the class, so I have experience in researching and communicating conservation ideas. This position would broaden my research experience and help me to strengthen my background in sustainability, thereby furthering my career goals.

## REVISED

By constructing a manuscript from start to finish I was able to narrow down an ambiguous research question through thorough research, critical analysis of complex results, and synthesis of inter-disciplinary studies; these skills will allow me to effectively and efficiently aid the Wildlife Society in researching cross-disciplinary and complex sustainable policy efforts.

- ✓ Enough information to give them context, but not so much that they get lost about how it is relevant.
- ✓ Here is a chance to not just say “I researched” but add some descriptors that are relevant to the job. E.g. If you think that they will be giving you ambiguous directions and you’ll have to do some digging to find solutions, you would want to highlight how you also did this in your project
- ✓ Some sort of descriptor for the *kind* of high quality research you’ve done, so they get an idea of your extensive experience
- ✓ And then add a couple more experiences that apply to the job, such as synthesis, summarization, etc. – these key words can come directly from the job ad!
- ✓ Direct connection back to the job and how these skills would help you succeed
- ✓ connect back to the bigger picture, or the more over-arching goals of their organization