

123 W. Walnut St  
Fort Collins, CO. 80521  
November 12, 2012

Dr. Peter Smith, Wildlife Biologist  
Colorado Parks and Wildlife  
317 W. Prospect St.  
Fort Collins, CO 80526

Dear Dr. Smith:

I am writing to apply for the Seasonal Research Assistant position listed on the Colorado Parks and Wildlife Division (CPW). Through volunteering with CPW, I saw the impact the division has on land stewardship and fish and wildlife protection. I am excited to apply for this research assistant position and feel my education background and work experience would allow me to make an immediate contribution to your research project.

My education in Wildlife Biology at Colorado State University along with my practical job experiences have provided me with a solid scientific background and the ability to think analytically, problem solve, and relay scientific information and wildlife management programs to the public. For example, in my position as a Wildlife Technician with the Idaho Department of Fish and Game, I performed invasive plant control, fence repair, and minor irrigation repairs. I conducted surveys for Columbian Sharp-Tailed Grouse, a species of concern in Idaho, and wrote a technical report summarizing my findings. My experience in the field also included assisting a wildlife biologist in tracking mule deer with radio telemetry to conduct fawn rearing habitat studies and a fisheries biologist with the spawning of Chinook salmon.

My position with the City of Fort Collins Natural Areas Program allowed me to utilize the public relations tools and skills that were emphasized heavily in my course work at Colorado State. I acted as a spokesperson for the City of Fort Collins Natural Areas programs and interacted with the public on a near-daily basis. I educated individuals and groups about the goals and practices of the Natural Areas Programs and advised the public about how to restore, maintain and protect native plants and the wildlife on their own properties. I feel it is important to effectively relay scientific information to the public, particularly as those are the people I am serving.

In addition to my education and work experience, I am self motivated, willing to work hard to get the job done well and correctly. I am always interested to learn some thing new about work, science, people, and new places.

I have included my resume and list of references for your review and would appreciate an opportunity to speak with you further regarding your needs for this position. At your request, I would be happy to provide you with any additional materials. If you have any questions, please don't hesitate to contact me at (970) 444-1234 or paul.smith@colostate.edu. Thank you for your time and consideration.

Sincerely,

Paul Smith

Attachments