

Samples are provided by the Career Center for your reference only. Do not copy or plagiarize from samples – treat them as sources of examples and inspiration for your own original documents.

### Sample 1

Your Street Address

City, State ZIP

Month Day, Year

Mr./Ms. First and Last Name of Employer

Title of Employer

Company/Organization

Street Address

City, State ZIP

Dear Mr./Ms. Last Name of Employer:

Your opening paragraph should state why you are writing. Name the position for which you are applying and the source where you found out about it. Give information to show your specific interest in his/her company – it is imperative that you "personalize" your letter to each organization. Name any direct referral person(s) in this paragraph.

Your middle paragraph(s) should highlight your qualifications as they relate to the specific position and organization. Refer the reader to your resume in terms of your general qualifications. Give details of your background that will show the reader why she/he should consider you as a candidate. If you have relevant experience or related education, be sure to point it out, but DO NOT simply reiterate what can already be read on your resume. Remember that many employers utilize the cover letter to judge your writing and communication skills. Think of your resume as a marketing tool with "just the facts" – no personality. Your cover letter should add a little "you" to the application. Tell them specifically why you want the position and if possible, how it "makes sense" that you are interested in such a position. Be confident but not arrogant.

In this last paragraph, you want to close by thanking them for their time and briefly restating your enthusiasm for the position. Depending on how active you want to be, you can state that you will contact the employer within a specific time to follow up with this letter or to set up a possible meeting at his/her convenience. This is comfortable for some people but not for others. Include contact information including phone number and email.

Sincerely,

Type your name

*University of Portland*

Orrico Hall, lower level • 503.943.7201 • Monday – Friday 8:30 AM – 4:30 PM • [career@up.edu](mailto:career@up.edu)

Samples are provided by the Career Center for your reference only. Do not copy or plagiarize from samples – treat them as sources of examples and inspiration for your own original documents.

**Sample 3**

105 E Burnside St.  
Portland, OR 97206

Month Day, Year

Conservation Division  
Oregon Zoo  
4001 SW Canyon Road  
Portland, OR 97221

Hello:

I am writing to apply for a naturalist position at the Oregon Zoo. I plan to pursue a career in zoo keeping and I believe this position would enable me to expand my skills in many of the required aspects of this profession, including acquiring greater knowledge of natural history and more experience in public speaking. As my activities and college studies indicate, I am passionate about animals and animal conservation. I have been lucky enough to take part in two internships at the Oregon Zoo and I recognize that zoos play a very important role in conservation through programs and education. I would love to promote conservation education by informing the public about the natural history of the animals at the Oregon Zoo, as well as the issues concerning them.

I am currently interning with the Marine Life at the Oregon Zoo. Through this experience, I have become very familiar with the natural and individual history of all the animals in the Marine Life collection as well as the sun bears, tigers, and the leopard. I have also been able to give formal and informal presentations about the various animals to the public. My internship also afforded me the opportunity to shadow Anne Warner to learn about zoo conservation and education.

Last summer I spent two months in Uganda teaching biology and computer classes to secondary school students. I developed my own curricula and activities and taught the classes without aid or input from the teachers. I also taught general sciences classes to primary students, and created after-school and weekend activities for boarding students to promote shared cultural experiences. I enjoy working with younger age groups, as I find it very rewarding and exciting to motivate and encourage others while serving as both a mentor and role model.

Before receiving my Bachelor of Science degree in Life Science from the University of Portland in May 20XX, I participated in the Animal Registrar internship at the Oregon Zoo, which provided me with experience in animal recordkeeping. I also completed a related research paper about the zoo's California condors. Throughout my college career, I completed numerous related courses, including conservation biology, marine biology, vertebrate biology, genetics, and environmental science.

I am an animal lover and I have a sincere interest in the care and conservation of animals. It is my goal to acquire additional experience presenting interpretive talks on the natural history and conservation of animals. I know that the naturalist position would be a truly valuable experience, and one to which I would completely commit my skills and energy. As I have demonstrated in my various related experiences, I am dedicated, hardworking, eager to learn, and I am willing to accept any tasks assigned to me, no matter what the setting.

Attached is my resume for your review. Thank you very much for your time. I look forward to hearing from you.

Sincerely,

Joan Jett

*University of Portland*  
Orrico Hall, lower level / 503.943.7201 • Monday – Friday 8:30 AM – 4:30 PM • [career@up.edu](mailto:career@up.edu)