

Your address  
Your city, state and zip

November 1, 20XX

Mr. XXXXXX XXXXX  
Area Manager  
Local Environment Network  
335-1111 Bloor Street East  
Easton, MD 20000

Dear Mr. XXXXX:

As a graduate in the Environmental Issues major at Salisbury University and with experience coordinating several community-based projects, I am confident that I have the skills you seek for the pollution Project Coordinator, which was advertised at the SU Career Center. Local Environment Network's commitment to community-based projects is particularly exciting to me because my experience on campus and in my internship at the GTA Environment Committee has demonstrated that lasting change occurs only when the community is actively involved and concerned.

Two experiences demonstrate my administration and organization skills. I wrote successful funding proposals, developed educational programs, and worked with groups of volunteers to publicize and staff the weeklong Wicomico County Children's Environmental Festival in October 20XX. Developing partnerships among interested organizations was key to my success in this program. As Communications Liaison for the Residences Environment Council at the university, I developed an innovative publicity campaign, which significantly contributed to the successful creation of environmental committees in each student residence. These committees have continued to implement new projects, and their success demonstrates the power of community involvement.

My environmental management courses at Salisbury University have provided me with a solid knowledge of environmental legislation and policy development. In addition, my internship with the GTA Environment Committee gave me insight into the issues faced by municipal governments as they respond to citizens' concerns about local environmental issues. Thus, my learning about legislation and policy development has been both theoretical and applied.

In summary, I believe I have the environmental knowledge, commitment, and project development skills, to equip me to make a significant contribution to Local Environment Network as the Pollution Project Coordinator. I would appreciate an interview to discuss my qualifications with you. Thank you.

Sincerely,

XXXXXX XXXXXX