

Sample Cover Letter – Environ. Sci.

Ella Environmental
25 Mountain Ave
Nature Valley VIC 3044
0404 500 100

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18 February 2011

Ms Josie MacKenzie
Graduate Recruitment Co-ordinator
Monarc Environmental
22 Treehill Grove
Sunshine VIC 3058

Dear Ms MacKenzie,

It is with great interest that I apply for your Environmental Science Intern Program, as advertised on the Monash University Career Gateway website on 12 February 2011. The idea of working for Monarc Environmental has great appeal as your commitment to educating industry on waste control is also something I particularly admire and value.

I am a third year student completing a Bachelor of Environmental Science Degree at Monash University with majors in geoscience and chemistry. I am keen to apply my knowledge and key skills gained through both university study and industry related work experience.

My studies have assisted me in gaining relevant technical skills in testing and monitoring water quality and provided an understanding of contaminants such as soil, groundwater, sediment or surface water for the general protection of human health. Course field trips and volunteering activities for a conservation research project have also added to my abilities to collect and record data for analysis and increase my knowledge of the current issues, policies and legislation of Natural Resource Management and freshwater systems. My success in units requiring scientific report writing skills have highlighted the importance I place on being methodical, accurate and complying with regulatory standards.

Through my part time employment in the retail and hospitality sector, I have a strong customer focus with the ability to communicate and deal with people from a diverse range of backgrounds. In my current work at Earth Bar I have had to handle many challenging customer enquiries and have learnt to resolve them in a professional and timely manner. Through my voluntary work with Conservation Volunteers, I have participated in community education programs to raise awareness of water resource management and this has helped me to further develop my presentation skills.

Thank you for your time and consideration in reviewing my application. My resume and academic transcript are attached as requested. I would welcome the opportunity to discuss my key skill areas and interest in your organisation further at an interview and can be contacted on 0404 500 100.

Yours sincerely,

Ella Environmental