  William Sullivan  
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February 14, 20XX

Thomas Redding, PhD  
Director  
Tonawanda Wildlife Refuge  
100 Main Street  
Somewhere, NY 00000

Dear Dr. Redding:

I am a biologist with expertise in conducting grant-funded field research for fauna and flora studies in Northern American climates. I would like to bring my collective experience and success to the biologist position you are currently advertising, specifically contributing the following to Tonawanda Wildlife Refuge:

* Expertise in developing and implementing field research operations focusing on the study of wildlife within accordance of the Federal Endangered Species Act (FESA).
* Advanced knowledge of GIS; proficiency in conducting field research, testing aquatic systems, and collecting plant and animal specimens for research.
* Aptitude for managing in-the-field analyses, including blood and fecal testing.
* Experience conducting in-the-field observations of animal behavior, plant life propagation, and the spread of invasive species.

As a teaching assistant at Buffalo State College, I aided the aquatics lab team in collecting and analyzing zebra mussel spread at test sites, a study that showed the invasion of zebra mussels was 7% faster than previous estimates suggested. Then, as an intern at the Buffalo Zoo, I assisted the institution’s chief ornithologist during a 2-week field survey of Mallard ducks within the Tift Farm Preserve, where I also recorded the migration patterns of turkey vultures during late winter/early spring. Our efforts, through trapping and recording tagged specimens, identified birds from an area of California not previously seen in this annual study, indicating a 10% widening of turkey vulture migration from Buffalo. As your biologist position requires field observation and specimen analysis expertise similar to mine, I believe I would serve Tonawanda Wildlife Refuge well in this role.

I would appreciate an opportunity to meet with you to further discuss my biology and field research experience at your earliest convenience. I may be reached at 555.555.5555 or via email at william.sullivan@email.com. Thank you for your time and consideration.

Sincerely,  
**William Sullivan**