**Biology Internship Cover Letter Sample**

     William Sullivan  
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[Application Date]

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

Dear Dr. Redding:

I am a motivated third-year biology major, seeking to apply my research and academic experience to the role of biology intern at the Tonawanda Wildlife Refuge. My coursework in ecology, animal behavior, and genetics has given me a strong foundation that I’m eager to build upon. Pursuing a career in biology has been a long-held goal of mine, combining my interests in science and wildlife.

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. I also interned at the Buffalo Zoo, assisting the institution’s chief ornithologist during a two-week field survey of Mallard ducks within the Tift Farm Preserve. There, I recorded the migration patterns of turkey vultures during late winter/early spring.  We identified previously unrecorded birds, indicating a 10% widening of turkey vulture migration from Buffalo.

As your internship requires field observation and specimen analysis experience, I believe I would serve Tonawanda Wildlife Refuge well. I would appreciate an opportunity to meet with you at your earliest convenience. Thank you for your time and consideration.

Sincerely,  
William Sullivan