**Entry-Level Biologist Cover Letter Sample**

     William Sullivan  
321 Broad Street | West Seneca, NY 14224  
555.555.5555 | william.sullivan@email.com

[Application Date]

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

Dear Dr. Redding:

I am an adept researcher, with expertise in conducting grant-funded field research on North American fauna and flora. I’ll bring lab, field, and academic experience to the role of staff biologist at the Tonawanda Wildlife Refuge, as well as expertise in developing and implementing field research operations, managing field research and analyses, and conducting research in animal behavior, plant life propagation, and the spread of invasive species. Additionally, I have advanced knowledge of GIS.

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 biologist position requires field observation and specimen analysis expertise, I believe I would serve Tonawanda Wildlife Refuge well in this role. I would appreciate an opportunity to meet with you at your earliest convenience. Thank you for your time and consideration.

Sincerely,  
William Sullivan