

**[Your Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number] | [Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my enthusiastic interest in the [Job Title] position with [Organization Name], as advertised on [Where You Saw the Ad]. With a deep-seated passion for biodiversity and [Number] years of experience in [Key Skill, e.g., wildlife policy, field research, or grassroots organizing], I am eager to contribute to your mission of protecting Earth's most vulnerable species.

Throughout my career, I have focused on [Specific area of focus, e.g., habitat restoration or legislative advocacy]. At [Previous Organization], I successfully [Major Achievement, e.g., led a campaign that secured protected status for the X species]. This experience has equipped me with the ability to communicate complex ecological data to diverse stakeholders and navigate the regulatory frameworks essential for long-term conservation success.

I have long admired [Organization Name]'s commitment to [Specific Project or Value]. Your recent work regarding [Specific Initiative] aligns perfectly with my expertise in [Technical Skill or Knowledge Area]. I am particularly adept at [Skill 2] and [Skill 3], which I believe are vital for the upcoming [Specific Goal or Project mentioned in the job description].

I would welcome the opportunity to discuss how my background in endangered species protection and my dedication to environmental stewardship can support the vital work being done at [Organization Name]. Thank you for your time and for your dedication to preserving our planet's heritage.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]