

Sample Cover Letter: Owen Wozniak

4/9/07

Daniel Wilson
Trust for Public Land
806 SW Broadway # 300
Portland, OR 97205

Dear Mr. Wilson:

I am excited to submit my application for the position of Project Associate at the Trust for Public Land's Oregon Field Office. For the past seven years, I have broadly explored environmental issues, and gained experience shaping environmental policy in government, journalism, and academic settings. Last year, I gave serious consideration to my career goal for the next ten years and decided to build on my environmental foundation to focus on a career in conservation.

In pursuit of this goal, I recently met with Chuck Sams to learn more about TPL's work. I am also applying my research skills and policy expertise as a volunteer assistant to the government relations staff at The Nature Conservancy. My specific tasks in supporting the project manager researching sites, engaging property owners and other stakeholders, and preparing maps and informational material – have much in common with the Project Associate's duties at TPL.

I am firmly rooted in Oregon and familiar with its geography, politics, and culture. I care deeply about protecting its open spaces and can think of no organization so aligned with my goals as the Trust for Public Land. I admire TPL's tight focus on a pragmatic mission – to put high quality land in public ownership – and its entrepreneurial style. I'm especially drawn to TPL's vision of conserving land for people, from pristine ecosystems to urban brownfields.

I pursued my interest in making cities more livable as a research analyst at the Office of Sustainable Development (OSD). At OSD, I juggled multiple projects entailing research, project support, and coordination. My principal tasks included devising a blueprint for a policy and research division, through which OSD could influence the city's sustainability agenda by conceiving, independently funding, and partnering with the private sector to carry out demonstration projects. I balanced research and administrative support tasks to move projects forward.

As my resume indicates, I took a detour from my work in sustainability to pursue a doctorate in environmental history. After weighing the rewards of historical research against my desire to make a tangible contribution to the health of the environment, I packed up my research and analytical skills and brought them home to Oregon, with a newly clarified focus and the hopes of finding an entry position in a conservation organization. I'm confident that I've found the right position as Project Associate at TPL.

Sincerely,

Owen Wozniak