**Biology Student**

1001 Anyplace Road, Petersburg, VA 23841

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Date

Contact Person's Name   
Company Name   
Company Address   
City, State, Zip

Dear (Mr. or Ms. Person's Last Name):

Several items mentioned in your advertisement for a Research Assistant in the (name of publication) on (date) suggest you may be searching for someone with my background. I was excited to see how closely my qualifications matched your requirements:

**Your Requirements My Qualifications**

● Background in Biology ● Graduated with a B.S. in Biology/Conservation track

● Field Experience ● Independent Study in Field Research with toads

● Ability to write reports ● Writing endorsement in science format

● Basic statistical knowledge ● Course work in Elementary Statistics

My biology coursework has centered on Conservation, as highlighted on my resume. This academic background has also prepared me for field research. I have taken multiple Biology and Chemistry classes, which have enabled me to improve my research and analytical skills. As a result of my rewarding field research with toads last summer and my academic coursework, I am confident that I could contribute enormously to your wildlife research department.

Attached is a copy of my resume for your review. I would appreciate an opportunity to discuss my skills in a personal interview further and look forward to hearing from you. My contact information is listed above.

Thank you for your time and consideration.

Sincerely,

Your Name

Enclosure