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Dear Hiring Manager,

I am a conservation biologist, environmental spatial analyst and nature lover at heart. Not only do my professional skills with conservation and ecology fit the job requirements for this position, but my passion for wildlife, research, education, and outreach make me a candidate to fit the culture of professionals working in conservation fields.

I have an undergraduate degree in conservation biology with minors in environmental education and GIS and am currently finishing my master's in geography, concentrating on environmental GIS and studying the spread of invasive species. During my graduate studies, I have taken courses in biogeography, soils, speciation, land-use, spatial analysis, GIS, and programming languages such as Python and R. In my undergraduate studies I took conservation biology, ecology, ornithology, evolutionary biology of vertebrates, and tree biology among others. In between my periods of study, I have gained professional working experience from positions with NYS Parks and Cornell university, and internships with the Cortland Regional GIS lab, and with NYS FORCES (Friends of Recreation, Conservation and Environmental Stewardship). My internship with FORCES led directly to my position as the Landscape Restoration Specialist for the Finger Lakes Region, which I started part-time while finishing my undergraduate degree.

There, I planned and implemented large and small-scale native plantings for NYS parks throughout the mid-state area. My position bridged the gap between regional management and individual park supervisors, and I was tasked with convincing park managers of the values of native plantings. I learned AutoCAD so that I could present managers with visually pleasing designs, installed the planting projects with labor and machinery I organized, and provided staff with maintenance plans to continue with the upkeep of the projects. I directly supervised and managed the seasonal native landscaper and created educational materials and pamphlets for park patrons focused around the importance of native plants and ecosystems. I only left this position to pursue my master's degree.

I believe my education and work experience have given me the skills and qualities necessary for this field as well as the self-motivation and drive to enhance conservation projects. Please find my resume attached. Feel free to call me at (607) 423-5297 to arrange a time to meet. I look forward to hearing from you.

Sincerely,

Caitlin Bolton
M.A. Candidate & Teacher's Assistant
Geographic Information Systems Track
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