FIRST & LAST NAME

5 Main Street

New Hyde Park, NY 11040

NAME, TITLE

Wildlife Conservation Society

Queens Zoo

2300 Southern Boulevard

Bronx, NY 10460

Dear NAME,

I am writing to apply for the Conservation Education Fellowship offered by your Education Department for this coming summer. I am finishing my first year as an Environmental Conservation and Sustainability major at the University of New Hampshire and am excited about the prospect of applying my experience – as a university student and also as a teacher in a variety of children’s programs – at your zoo. For as long as I can remember, I have wanted to become a biologist and also a teacher, and over the years I have sought out learning and work experiences that have confirmed these exciting fields are for me.

In addition to landing squarely in my area of interest, the excellent job description you provided for the fellowship matches up well with my skill set and experiences, and I believe I would be a very good fit for the position. Over the past two semesters, I have delved into the fundamentals of conservation, biology and ecosystems – which have provided a solid foundation of understanding to help with teaching and assisting in a variety of lessons at the zoo. For example, my course in forest ecosystems and environmental change has helped me appreciate just how interconnected and fragile ecosystems can be. This lesson is fundamental to understanding and explaining many things about the beautiful creatures we care for in zoos and with which we share the planet.

As for teaching, I have been tutoring students in both gymnastics and math since high school, helping young learners grasp the basics in both and encouraging them to push beyond their own expectations. Nothing is more rewarding to me than to see their success, to hear them say – for example, when they’ve returned to me with a good grade on a test – “I can actually do this”. I have learned that good teaching requires an attention to the unique needs and learning styles of each student. In the gym, I would set up a variety of exercises to match and build upon the skills of young gymnasts while keeping everyone together and the collective momentum of practice up tempo.

I have learned a great deal from my teachers and coaches and have many lessons to share. An opportunity to work at the Queen’s Zoo would bring allow me to bring together my two passions for the benefit of young visitors and to make a positive difference for the environment. Thank you very much for your time and attention. Please let me know if I can provide you any further information. I can be reached at PHONE or EMAIL. I look forward to speaking with you soon.

Sincerely,

SIGNATURE

PRINTED NAME