

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Environmental Scientist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Environmental Scientist position at Acme Corporation, as advertised on your careers page. With a recent Bachelor's degree in Environmental Science from State University and a strong passion for sustainability and conservation, I am eager to contribute my skills and dedication to your team.

During my academic career, I completed an internship with the Green Initiative, where I collaborated on a project assessing the impact of local industrial activities on water quality. I conducted field sampling and analyzed the data using statistical software, which led to actionable recommendations that were presented to local stakeholders. This experience not only honed my technical skills in environmental assessment but also strengthened my ability to communicate complex information to diverse audiences. Additionally, I served as a research assistant in a faculty-led study focused on urban biodiversity, where I helped design a survey that documented plant and animal species in urban parks, resulting in a published paper that contributes to our understanding of urban ecosystems.

I am particularly drawn to Acme Corporation's commitment to innovative solutions for environmental challenges, and I am excited about the opportunity to work alongside experts in the field. I believe my academic background, combined with my hands-on experience, will allow me to make meaningful contributions to your projects. I would welcome the chance to further discuss how my skills and experiences align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail and how I can contribute to the important work being done at Acme Corporation.

Sincerely,

Jordan Smith