

Jordan Ellis

January 16, 2026

Acme Corporation

RE: Entry Level Park Ranger

Dear Hiring Manager,

I am excited to apply for the Entry Level Park Ranger position at Acme Corporation, as advertised on your website. With a strong passion for environmental conservation and a commitment to promoting outdoor education, I am eager to contribute my enthusiasm and skills to your team.

During my time as a volunteer with the Green Trails Organization, I played a crucial role in organizing community clean-up events in local parks. Over the course of two years, I led a team of volunteers to remove over 1,500 pounds of litter from public spaces, significantly improving the natural beauty and community engagement in the area. Additionally, I developed educational materials for schools that helped raise awareness about local ecosystems, reaching over 300 students and igniting their interest in outdoor activities and conservation.

Furthermore, I completed a summer internship with the State Parks Department, where I assisted park rangers in habitat restoration projects. My responsibilities included monitoring wildlife populations and conducting guided nature walks for visitors. This experience honed my communication skills and allowed me to effectively share my knowledge about local flora and fauna with a diverse range of park visitors.

I am eager to bring my background in environmental stewardship and my dedication to public service to the Entry Level Park Ranger position at Acme Corporation. I look forward to the opportunity to discuss how my experiences align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Ellis