

January 25, 2006

Mr. Milt Rowe
Fish Squeezer Technologies
301 Hatchery Boulevard
Anywhere, SD 12345

Dear Mr. Rowe:

RE: Fish Squeezer Technician Announcement

Enclosed is my resume and transcripts for your technician position posted on the American Fisheries Society website. I believe my formal training and course work have well prepared me for this position. Let me explain.

I graduated from Big Town University in May 2002 with a B.S. in Wildlife and Fisheries Management option (GPA 3.54 on a 4.0 scale). I am currently awaiting certification as an Associate Fisheries Biologist through the American Fisheries Society.

I have a great deal of experience outside of the classroom as well. During the summer of 2000, I was a lake management intern at Aquatic Control in Seymour, Indiana, where I gained experience surveying fish communities and managing aquatic vegetation using herbicides. The following summer, I worked at Archer Daniels Midland, Corporation where I learned about the aquaculture and of tilapia and largemouth bass. Throughout my four years at Ball State University, I have also worked in the fisheries lab renovating the teaching collection for the Ichthyology class, processing catfish spines for aging analysis and completing an undergraduate research project which evaluated changes in fish community structure along a habitat gradient.

Presently, I am working as a Naturalist Aide to the Nongame Aquatic Biologist for the Indiana Department of Natural Resources. Through this position, I have gained valuable field experience, especially in using different fisheries sampling methods, including seining, electrofishing, and passive capture techniques.

Based upon my education and experience, I feel I am well qualified for your graduate research assistantship, and I believe I would make a positive contribution to your program. I would enjoy speaking with you either via phone or in person to further discuss my qualifications and learn more about the position you posted. Please let me know if you would like to arrange such a meeting. I look forward to hearing from you within the next few weeks.

Sincerely,

Minnie B. Trout
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Brookings, South Dakota 57006
Phone: 605-555-5555
E-mail: mbtrout@sdstate.edu

MBT/mbt
Enclosure