

Cover Letter Guide

Your Address

City, State, Zip Code

Date

USDA, Forest Service Hiring Manager and/or Supervisor

Paragraph one: Short and brief. Write down the purpose of this cover letter. Name the position, career field, or general area you are interested in pursuing. Let them know how you heard of the position opportunity. You can include your association with Generation Green or knowledge of the California Consortium here.

Paragraph two: Make reference to application and resume you are including, but try to incorporate new and additional information in the cover letter. This paragraph is an opportunity for you to express your sincere interest in the organization, location, and/or type of work and why your passion and motivation is aligned with the position. For example, you can articulate your interest for the position through a short story or brief explanation about your interests, hobbies, or future goals. The paragraph in your cover letter should be about the same size as this paragraph.

Paragraph three: Use this paragraph as an opportunity to discuss any challenges you have overcome. Try to stick with only one or two challenges max. Focus on how they have shaped you as a person. Your character, values, and personality traits can be a great asset to an organization. Describing challenges you have overcome can illustrate desirable characteristics such as being hard working, self-motivated, and resilient. Do not write about your challenges with too much detail or make them too personal. This is not a personal statement. Simply state the challenge and focus on how you overcame these barriers, your lessons learned, and the values you have gained. The paragraph in your cover letter should be about the same size as this paragraph.

Paragraph four: Briefly conclude your cover letter. Inquire about the next step in the employment process; suggest you are flexible and readily available for interviews, a phone call, or any other requests they may have. Thank them for their time.

Respectfully Submitted,

Your Name

Cover Letter Samples

The following are actual paragraphs taken from multiple student cover letters. These are only examples. We strongly encourage you to use your words to write your own unique experiences. What will make your cover letter and you stand out from all the rest?

Paragraph one: I am writing to express my interest in the Pathways Internships with the Forest Service. I learned about this opportunity through a representative from the CA Consortium who came to my CSU, Sacramento CAMP class to speak about this opportunity, and it really appealed to me.

Paragraph two: One of my biggest passions and hobbies is to be around and care for animals. My passion for animal care began to sprout when I took my first biology class in high school. Reading about science and nature made me want to explore the animal science field even more. Although I have been to the forest only a few times, I have truly enjoyed the outdoors, especially observing wildlife. Therefore, one of my goals is to become a wildlife biologist in the future. My current goal, however, is to work in a biology related internship or job so that I can become acquainted with this field. I am really excited to have found the job opening you have for the upcoming summer because it's a job that will give me experience in what I love, animals.

Paragraph three: My parents always encouraged me to work hard if I wanted to get far in life. I come from an underserved community where I had to overcome poverty, gang violence and other hardships. I always pushed myself to be the best as well as help others accomplish their goals. Thanks to my parents, Generation Green, and the Wildland Firefighting class I have gained experience and motivation to succeed. Being able to overcome these barriers has made me a stronger person. I don't take anything for granted and I know what I want. If there is one thing I truly enjoy is doing hard work outdoors. I have received recognition from my peers and teachers in the Wildland Fire Fighting class for being a hard worker.

Paragraph four: I would appreciate the opportunity to further explain how I would be a great asset to your geology department. I am available in person or by phone at any time as I am eager to learn more about the USDA, Forest Service and its opportunities. Thank you for your consideration and time.