

# BRITTON MILLS

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March 25, 2015

Glenda Rodgers  
Drinking Water Source Protection Project Manager  
Lower Trent Conservations  
714 Murray Street, RR#1  
Trenton, ON K8V 5P4

Dear Ms. Rodgers:

I am interested in applying for the position of Source Protection Planning Coordinator. Enclosed is a copy of my résumé that expands on my qualifications for this position.

I am currently completing the Environmental Technology program at Loyalist College. This program has provided hands on experience with a variety of equipment for soil and water sampling and testing, as well as collecting and analyzing data with excel programs and spreadsheets. I am comfortable and confident producing technical reports and presenting information to management teams when required.

Throughout my education I have worked various positions related to the environmental field including working at the H.R. Frink Centre collecting information on wetlands and acting as an Environmental Educational Assistant. I also worked throughout the past school year as a Lab Attendant at Loyalist College.

I am confident my passion for learning coupled with my organization skills will prove useful to your organization. My schedule is flexible and I am able to start as soon as possible. I look forward to speaking with you about this position and can be reached at your convenience at (613) 455-2000.

Sincerely,

*Britton Mills*

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS COVER LETTER ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL