

SAMPLE COVER LETTER

Sigerd V. Johansen
567 Rural Route 2
Wild River, WY 89746
555-123-1234
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February 1, 2008

Ms. Sarene Gallagher
Project Director
City of Giant Falls – Planning Department
Giant Falls, MT 59555

Ms. Gallagher:

I was referred to you by Mr. Walter Karne, PhD, at the University of Wyoming, who informed me that the City of Giant Falls is seeking a landscape designer for the new Greenworks water treatment facility in Giant Falls.

I have more than 5 years of landscape design experience, including seasonal landscaping at the Mountain Scene Cemetery in Pine Ridge, Wyoming, and interning as a landscape designer for the Last Best Place water treatment facility at Wild River, Wyoming. I am currently the Wastewater Project Director for River County in Wild River, Wyoming. I received my Bachelor of Science in Environmental Design from the University of Wyoming in 2006, graduating with honors. I am confident that my combination of personal experience and coursework has prepared me to become a direct asset to your project. Having participated in a similar project gives me a unique perspective on the aesthetic requirements of your project, as well as an understanding of the need for developing the project under strict state and federal guidelines.

I will be in the Giant Falls area during the week of February 18. Please contact me at 406-123-1234 to arrange a convenient time when I may further present my qualifications in relation to your specific requirements for the position. If I have not heard from you by February 11, I will contact your office to inquire as the availability of a meeting time and date. I look forward to showing you examples of my work.

Thank you for your time,

Sigerd V. Johansen

Enclosures

SAMPLE RESUME

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PROFILE

Environmental Design graduate with experience in water treatment facility design. Strong green environmental skills with an emphasis on methane reclamation methods.

EDUCATION

Bachelor of Science in Environmental Design. GPA: 3.7

Minor: Landscape Horticulture

Selected Coursework: Advanced Landscape Design, Landscape Grading and Drainage, Site Development, Restoration Ecology, Watershed Hydrology, & Biometry

SKILLS

Communication

Ability to facilitate communication between diverse groups of individuals gained from employment and internship.

Programming

Proficient with several programs, including ProLandscape, and LandSpectrum.

LEADERSHIP

2006 State Vice President ASLA – American Society of Landscape Architects

2007 Chairman of the Wild River Playground Project

EMPLOYMENT HISTORY

Farmhand, Johansen Farms, Cascade, MT 6/93 to 8/01

Responsible for farm machinery maintenance, spring planting and summer harvest.
Operated heavy machinery while harvesting and transporting grain.

Landscape, Mountain Scene Cemetery, Pine Ridge, WY Seasonal 5/02 to 9/05

Developed roads, landscape features and plot layout in new areas of the cemetery.

Internship, Last Best Place Water Treatment, Wild River, WY 1/06 to 5/06

Designed layout for new water treatment plant

Wastewater Project Director, River County, Wild River, WY 6/06 to present

Design & implement complete water treatment facility using green technology.
Community facilitator for the project.

ACTIVITIES & VOLUNTEER SERVICE

Board Chairman 2006 to present
Planner / landscape designer

Foundation for Greenspace in Wyoming
Wild River Playground Project

HONORS & AWARDS

2007 Planner of the Year

Wyoming ASLA