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November 1, 2023

Mr. Mark Kline  
6060 FFA Dr.  
P.O. Box 68960  
Indianapolis, IN 46268-0960

Dear Mr. Kline,

My knowledge of wildlife conservation and enthusiasm for outdoor recreation, including hunting, fishing and competitive shooting, has encouraged me to seek a job as a Part-Time Wildlife Technician at the Mountain Park Wildlife Management Area in [REDACTED] County, [REDACTED]. I learned of the position by exploring career opportunities on the [REDACTED] Department of Wildlife Conservation website. My experience with hunting on public land, combined with shooting education training, makes me the ideal candidate for this position. The attached resume will provide a summary of these qualifications.

Through my experiences in the fields of wildlife conservation and outdoor recreation, I am able to benefit the staff and sportsmen of the Mountain Park Wildlife Management Area. As the manager of the [REDACTED] Shooting Range, I work with [REDACTED] Public School students in the proper handling and shooting techniques involved with competitive shooting. Additionally, I have operated utility tractors and ATVs to clear out the land for the shooting range, constructed the shooting windows and laid out the course design. I am also responsible for the maintenance of the range, including all clay throwers and shotguns used at the shooting range.

The Mountain Park Wildlife Management Area will benefit from my previous work with [REDACTED] at the [REDACTED] Department of Wildlife Conservation. I was honored that [REDACTED] took the time to mentor me as I learned about the [REDACTED] Land Access Program. Not only was I able to develop a deeper understanding of public land access issues, but I learned about sign posting requirements, wildlife surveys and general information that is important to sportsmen.

I hope the above information shows my qualifications and interest for the position of Part-Time Wildlife Technician at the Mountain Park Wildlife Management Area. Attached is a list of references and I can supply additional information at your request. Feel free to contact me regarding this position on my cell phone at [REDACTED] or my email at [REDACTED]. I will reach out to your office in the next week to confirm the receipt of my cover letter, resume and references, and explore a time to interview. Thank you once again for taking the time to read and consider my letter and resume.

Sincerely,

[REDACTED]

Enclosure: Resume