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Cirencester
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GL10 3 BN

31st August 2005

Dr. E. Smith
Reserves Manager
The Waverley Nature Society
Alvenlea
Northumberland
NE42 6TT

Dear Doctor Smith,

Nature Reserve Warden

I am writing to enquire whether there are any vacancies for Nature Reserve Wardens in the Waverley Nature Society. I have recently graduated with a BSc (Hons) Natural Sciences with Biology.

As you will see from my enclosed CV I have been active in the field of conservation for many years now, working for the Society, first as a youth leader, and for the past twenty years in the local members' group, of which I am currently Chairperson. I have extensive knowledge of the Society and have close contact with local staff.

My present job, as Visitor Centre Manager for the Sandylands Wetlands Trust, gives me up-to-date knowledge of conservation issues and contact with people who are interested in natural history. I have acquired skills in organisation, IT, budgeting, supervision of staff and site management, all of which are relevant to the above post.

My lifelong interest in the natural world made me decide on a complete career change, and with this in mind I began studying for an appropriate degree with the Open University. Studying part-time, while working full-time, required enthusiasm, energy and motivation over six years, and I feel that this provides sufficient evidence of my commitment to a post involving conservation.

I would be able to take up a post from November, but if there are no vacancies at present I would be very happy to be considered for any short term contracts as a summer warden on any of your reserves.

I look forward to hearing from you.

Yours sincerely,

John Smith