

Your Name

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Date

Beth Wichser – Human Resources Manager
Delaware Valley Regional Planning Commission
190 N. Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520

Dear Ms. Wichser,

Thank you for considering my application for the Environmental Planning Intern position. DRVPC projects such as the Circuit and the Regional Trails Program are exciting to me as a planner and as a Delaware Valley Resident. I am passionate about planning to not only encourage people to get outside, but to enable them to do so in a responsible, sustainable way. My research, writing, and analysis skills make me an ideal candidate to work on trail development and open space planning in the Greater Philadelphia Area.

For the past several years, I have conducted and supported a variety of GIS projects. In my role at XYZ Corporation, I prepared accessible GIS training material and presentations for a variety of environmental customers. Most recently, my focus has shifted to environmental analysis. As part of my work with _____ Center, I have collected, organized, and analyzed land use, sea level rise, and hurricane storm surge data to identify vulnerabilities in selected counties with high flood risk. The results are being used by local decision makers planning for flood recovery and redevelopment.

In my graduate coursework, I am deepening my understanding of environmental issues in planning and policy with inspiring classes such as Environmental Planning Management, Environmental Economics and Policy, and Green Buildings. One of my projects is an economic analysis of supply and demand of National Park System (NPS) land in the Northeast based on park type, size, and proximity to urban areas. I am focusing on the benefits of outdoor activity and aim to develop a prioritization system for future NPS funding.

My research and analysis background, organizational skills, and environmental interests make me a great fit for the Environmental Planning Internship. I am positive that I can be a valuable asset to the trail and open space planning team at DVRPC. I welcome the opportunity to speak with you about the position and I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Your Name