Stacey Strenge, Ph.D.

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September 10, 20XX

The Field Museum

Attn: Human Resources

1400 South Lake Shore Drive

Chicago, IL 60605

To Whom It May Concern:

The Field Museum has one of our country’s most elaborate collections of insects, and I am writing to express my interest in the Insect Manager position that was posted on Indeed.com. With my in- depth experience in aquatic and native-based entomology, as well as my responsibilities as manager of the University of Minnesota Insect Collection Department, I believe my expertise would be an excellent match for the employee you are seeking.

From collecting butterflies as a young child to being part of the research group who recently discovered a new species of spider, the Troglocheles lanai, in France, the study of insects has always been my passion. Working as the department head with other entomologist and students majoring in this field has provided me with a solid foundation in insect research and documentation as well as maintenance and management. I am also the liaison with local school districts to provide hands-on opportunities for primary and secondary students who have an interest for insects.

Because our department collaborates with other universities both here and abroad, my job requires that I know how to process and maintain our insect collection as well as train others to meet mandatory preserving and shipping requirements. Our facility uses the latest technology, and I oversee all technical support concerning the Online Biota Database, which has over 500,000 specimens, and the department’s webpage. Additionally, a portion of funding is through the continuous writing and developing grants, and last year I acquired over $700,000 for our program.

I would like the opportunity to interview with you for the Insect Manager position. Enclosed is my resume, which further details my professional achievements, and a list of my references. I hope to hear from you soon. Thank you for your consideration.

Sincerely,

Stacey Strenge, Ph.D.

Enclosure