

Department of Planning and Environment

Sample Cover Letter

NSW Environmental Trust

# Protecting Our Places – Technical reviewer expression of interest

Please use the below as an example of what to include in your cover letter. Please replace the content of the letter with your own words.

## Sample Cover Letter

Aboriginal Programs Officer

NSW Environmental Trust

Locked Bag 5022

PARRAMATTA NSW 2124

Insert date

RE: Reviewer EOI

Dear Aboriginal Programs Officer,

Please accept this letter expressing my interest as a technical reviewer for the Protecting Our Places grants program.

My name is John/Jill Smith and I am a proud Dharug man/woman living on Dharug Country.

I have been a key member of the Local Aboriginal Land Council committee board for the past five years. My expertise is in community-run projects working on Country delivering projects and cultural programs.

In addition, I have experience in Cultural fire management in my time as a fire practitioner, where I was responsible for undertaking assessments of fire safety measures.

I possess a Diploma of Conservation and Ecosystem Management from NSW TAFE where I studied land, ecological and cultural fire management, weed control, vertebrate pest control etc. Through my job history I have worked as a bush regenerator, undertook pest species management and worked in the management of Cultural sites with mob on Country.

I would very much like the opportunity to be considered and welcome the opportunity to discuss my suitability with you in more detail.

Please do not hesitate to contact me.

Kind regards,

Insert name

Insert email address

Phone Number: Insert phone number

Environment and Heritage Group, Department of Planning and Environment
Locked Bag 5022, Parramatta NSW 2124; Phone: 1300 361 967 (EHG enquiries);
Email: info@environmentaltrust.nsw.gov.au; Website: www.environment.nsw.gov.au
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