**Contact Information**

Your name

Address

City, State, Zip Code

Phone Number

Email Address

Date

**Employer/Supervising Organization Contact Information**

Organization/Company Name

Your title

Organization/Company Address

City, State, Zip Code

**Greeting**

Dear Review Committee:

**Body of Cover Letter**

These paragraphs let the review committee know more about you as an individual and your background, your professional goals in conservation and land management and how this training workshop will support your professional growth in the conservation field. It will also address your need for financial support to attend this training and demonstrate how this training workshop will directly benefit your organization/company’s invasive plant management planning efforts. If interested in attending the Cal-IPC Symposium, addressing how the Symposium can support your professional goals and your organization’s work is a welcomed addition to your cover letter.

**First Paragraph:**

Include information on why you are interested in the training workshop personally and how it supports your professional development in the conservation and land management field. Express why you need this travel award and how you see it benefiting your growth in this field. Be clear and concise.

**Middle Paragraph:**

Describe how the training workshop supports your organization’s needs for invasive plant management planning. Make direct connections as to why this workshop (and the Cal-IPC Symposium if desiring to attend) would support your organization’s development and implementation of an invasive plant management plan. Describe how your role and skills you bring to the organization will support next steps in invasive plant management planning for your organization after attending the workshop.

**Last Paragraph:**

Summarize briefly why you are the fit for the travel award.

Thank you for your time in reviewing my application,

Warm Regards,

XX