

SAMPLE COVER LETTER, CDM Project Manager, EMPLOYER UNKNOWN (To a Recruiting Firm)

Your Name
Address
City, State ZIP

Concise describes top qualifications, i.e. 'sells' himself succinctly

Month ##, 2009

Contact Name, Title
COMPANY NAME
ADDRESS

Enumerates range of qualifications related to job description, i.e. degree, practical work, language, writing and interpersonal skills

Dear Ms. EMPLOYER,

I am writing to apply for the CDM Project Manager vacancy which I saw posted on the Reuters Carbon Community website. I am interested in engaging with a company in its growth phase and enhancing its participation in the CDM/JI markets. I am confident that my experience with CDM project development and knowledge of the United Nations policy framework, as well as my strong independent initiative and analytical skills, make me an ideal candidate for the position.

This spring I am completing a Master of Environmental Management at the Yale School of Forestry & Environmental Studies, where I have been focusing on the social and political issues surrounding climate change mitigation and adaptation. My master's project explores reforming the CDM to make it more effective in fostering large infrastructure changes in developing countries. I have a comprehensive understanding of the CDM project management process, carbon markets, and project-based measures for emissions reductions across a wide variety of sectors based on my experience with EcoSecurities. I also have varied international experience, including direct engagement with the United Nations. I am fluent in English, Spanish, and French, and possess excellent writing skills, great problem-solving skills, and the ability to work collectively.

At EcoSecurities' Origination Office in Peru, I was responsible for identifying and screening emission reduction projects in Peru and Ecuador with the potential to qualify for the CDM. This gave me first-hand exposure to the full CDM cycle, particularly the early stages of assessing project applicability to approved methodologies. Specifically, I gained experience with projects in the oil and gas, cement, landfill gas, energy efficiency, biomass, hydropower, wastewater treatment, and transport sectors. Among my duties supporting Origination activities for the Andean Region, I also set up new business relations, assisted in the negotiation of contracts, and supported the company at conferences and exhibitions.

Building on my experience with EcoSecurities, I am currently involved in launching the Yale Community Carbon Fund, originating its projects, and developing an internal methodology for the implementation, monitoring and verification, and calculation of their associated emission reductions. The fund is an innovative and still unexplored approach to bringing carbon finance down to the local level. It invests in local carbon offset projects in the city of New Haven to complement Yale University's emissions reductions strategy, instead of buying offsets from the retail market.

I believe I would bring valuable expertise and experience to your clients and would be happy to discuss potential positions and my qualifications further.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Connects dots for employer, i.e. my skills=direct value to you and your clients

YOUR NAME

Stays on point by selecting and repeating experience and knowledge directly related to position