Samantha Smith

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September 1, 20XX

Dr. Maggie Lee

All Creatures Animal Clinic

123 Business Street

Business City, CA 12345

Dear Dr. Lee,

I saw your advertisement in Veterinary World magazine this week and would like to submit my resume for the Veterinary Technician position at All Creatures Animal Clinic. I feel that my diverse background in the animal industry, combined with strong organizational and clinical skills, would make me an asset to the All Creatures veterinary team.

I earned an Associate degree as a Veterinary Technician from the well known State College program, which gave me the opportunity to work with both companion animals and livestock species in a veterinary setting.

In my current position, as a veterinary technician at Southside Veterinary Center, I work in a multi-doctor small animal practice. I have been professionally employed and licensed in California for the last three years and maintain membership in the California Registered Veterinary Technicians Association. I have gained significant experience assisting with surgical procedures, and I hope to qualify for specialty certification as a Veterinary Surgical Technician early next year.

I would appreciate the opportunity to discuss the position with you, and I have included my resume and references for your review. Thank you for your consideration and I hope to speak with you soon.

Sincerely,

Samantha Smith

Anna Jacobson

123 Main Street, Anytown, CA 12345 · 555-555-5555 · anna.jacobson@email.com

September 1, 2018

Dr. Mike Lee

Eastern Equine Clinic

456 South Broadway

Anytown, NY 12345

Dear Dr. Lee,

I saw your advertisement in the most recent edition of Veterinary Weekly, and I would like to be considered for the Veterinary Technician position at Eastern Equine Clinic. As a recent graduate I am well versed in current advancements in the field, and I feel that I would fit in well with the team at Eastern Equine.

As a student at State College I earned an Associate degree as a Veterinary Technician, maintaining a strong 3.9 grade point average. The program at State College afforded me the opportunity to gain valuable hands-on experience with a variety of companion and livestock species, but their well known equine training program has proven to be particularly valuable.

Having completed my studies, I achieved licensure as a Veterinary Technician in the state of New York and became an active member of the American Association of Equine Veterinary Technicians. After graduation I was selected for a six month internship at the prestigious Huntington Equine Clinic, a program that I will complete in just a few weeks. With this valuable practical training under my belt I am now actively pursuing a full-time career opportunity at a major equine veterinary clinic.

I would greatly appreciate the opportunity to discuss this position with you in person at your convenience, and I have included my resume and reference list for your review. Thank you for your consideration and I hope to speak with you soon.

Sincerely,

Anna Jacobson