



To: mkline@ffa.org

From: [REDACTED]@ffa.online

Subject: Thank you for the Opportunity to Discuss the Veterinary Assistant Position

Dear Mr. Kline,

I hope this message finds you well. I want to express my appreciation for the opportunity to visit with your hiring staff via Zoom today to discuss the veterinary assistant position at the Animal Clinic of [REDACTED]. I am very interested in this role and believe my communication skills, along with my experience with animals would contribute to being a successful employee with your team.

As we discussed, I have a future interest in veterinary medicine and developed a passion for working with animals while growing up on a family farm and showing meat goats in 4-H and FFA. This past summer, I also expanded my veterinary skills working part-time with an equine veterinarian. Additionally, I am a people person, and through leadership roles in 4-H, FFA, and high school activities, as well as working as a food server, I have developed public speaking, teamwork, and time management skills that I believe would be beneficial in working with your staff and clients. I am also proficient with computers, eager to learn, and as I mentioned, I am driven, detailed, and dependable.

I would be excited to share more about my qualifications and learn more about your needs for this position via the in-person interview on Wednesday, Nov. 1, 2023, at 8:30 a.m. in the Grand Central A-B meeting rooms at the Crowne Plaza in downtown Indianapolis. I look forward to hearing back from you about the selection process. Until then if you have any additional questions, please contact me at [REDACTED] or email [REDACTED].

Thank you once again for the interview opportunity today. I am excited about the possibility of contributing to the Animal Clinic of Rapid City and working with a passionate and dedicated team.

Sincerely,

[REDACTED]