



October 30, 2019

Mark Kline
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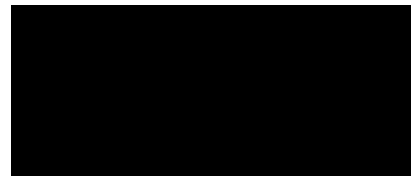
Dear Mr. Kline:

This letter is in response to your advertisement for the position of kennel attendant at Memorial Road Pet Hospital (MRPH), which appeared in *The Edmond Sun*. I wish to bring my strengths in patient and owner service and attention to detail to contribute to MRPH's exceptional reputation as a leader in small animal care. My education and variety of work experiences qualify me to successfully serve in this position. The enclosed résumé will provide you with an overview of my experience in the veterinary field and leadership positions that will help contribute to your clinic's goals.

Working in the veterinary field is an exciting and challenging undertaking that requires adaptability and critical thinking. My experiences working as a kennel attendant and laboratory assistant have enhanced my ability to adapt to changing conditions and demanding tasks. Specifically, I have experience with organizing appointment schedules, assisting technicians with stabilizing animals, disinfecting kennels and exam rooms, preparing testing equipment, and interacting with clients to obtain information prior to clinical procedures. I have also received formal training through Animal Science coursework and participation in the FFA Veterinary Science career development event. These experiences developed my technical knowledge and applied skill in basic veterinary procedures. My experiences in Agriscience research projects and public speaking through FFA have given me practice in decision making, professional communication, and scientific protocol. Further, I have extensive experience in raising, exhibiting, and caring for beef cattle and meat goats as a part of my supervised agricultural experience.

Mr. Kline, please accept this letter and résumé as a statement of my sincere interest in serving as kennel attendant at MRPH. I appreciate the family environment and strong relationships between staff and clients, which makes MRPH unique. I believe my adaptability, professionalism, and wealth of experiences will be a perfect match for this position. Please feel free to contact me with my information listed above if you have any further questions. I will be in contact with your office by November 6th to confirm delivery of my documents, and discuss an appropriate time for an interview, should my qualifications and experience be suitable for this position. I appreciate your time and consideration of my experiences and strengths, and I would welcome the opportunity to visit with you about the position.

Sincerely,



Enclosure: Résumé