

October 23, 2024

Mr. Mark Kline
6060 FFA Dr.
P.O. Box 68960
Indianapolis, IN 46268-0960

Dear Mr. Kline,

Please accept this letter and the attached resume in consideration for the part-time veterinary technician position at the [REDACTED] Animal Clinic. My passion for helping others and my experience in working with animals has led me to pursue a career in veterinary medicine. I learned of this job opening on indeed.com, and I am confident that my skills will meet the needs of this position. The attached resume provides a summary of these qualifications. I have obtained a quality education in veterinary science courses and certifications in various agricultural pathways. Through these endeavors, I have obtained skills that would meet the responsibilities you are requesting for the position. My work ethic, values, and character reflect my commitment to caring for animals as well as the services that [REDACTED] Animal Clinic offers.

As a student in veterinary medicine at [REDACTED] High School, I have been tasked with many responsibilities. These include feeding, watering, and grooming a wide variety of pets, such as chinchillas, geckos, snakes, guinea pigs, and various birds. This has taught me the unique requirements of each species, as well as how to restrain and check the vitals of different animals. Additionally, my experience volunteering at the [REDACTED] Animal Hospital has equipped me with the skills required for working in a fast-paced and constantly adapting environment. This hands-on training has given me quick decision-making skills, which is imperative when working with unpredictable animals in a clinic setting. I will also be receiving my Certified Veterinary Association certification before graduation. This extensive experience would prove to be an asset to your clinic as a veterinary technician.

Additionally, I have had the opportunity to serve in many leadership roles, including chapter FFA president three years in a row, chapter FFA secretary, and chapter FFA vice president, as well as [REDACTED] County Federation sentinel and vice president. The experiences I gained through these diverse roles have given me skills that have developed my communication, self-efficacy, and interpersonal skills on many levels. Through my high school FFA and agriculture programs, I was able to obtain seven certifications, two of which are in the field of animal science. These practical skills have properly equipped me to become a veterinary technician.

I hope the above information displays my interest and qualifications for the position of part-time veterinary technician at the [REDACTED] Animal Hospital. As a resume may not tell the whole story, feel free to reach out to me or any of my references to discuss my skills in further detail. You may contact me via email at [REDACTED]@aol.com or call me at [REDACTED] if you have any questions or concerns. If I do not hear from you, I will follow up with your office November 1, 2024 to confirm that you received my application and to discuss scheduling an interview. Thank you for your consideration; I look forward to the opportunity to join the [REDACTED] Animal Clinic family.

Sincerely,

[REDACTED]
[REDACTED]

Enclosure: Resume