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October 24, 2018

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

Dear Mr. Kline:

This letter is in response to your advertisement for the assistant veterinary intern position with West Plains Veterinary Clinic, which appeared in the *Lubbock Avalanche Journal*. I am interested in this opportunity to share my knowledge and previous work experience to help West Plains Veterinary Clinic reach its goals. I am available to begin working at your convenience, and would like to briefly explain how I can contribute to your clinic.

Veterinary medicine is a field with a myriad of demands, and those who choose to enter this profession must realize they seldom have complete control over their days. I adapt quickly to changing conditions, and have had the opportunity to work in the veterinary field. Assisting veterinarians and technicians with stabilizing animals, disinfecting exam rooms and scheduling appointments are some examples of the experience I gained during two summer internships at Terry County Veterinary Hospital. My résumé, which is enclosed, goes farther into my qualifications. This experience, coupled with the knowledge I have attained in the Veterinary Medical Application and Animal Science courses, match the requirements for the internship. The leadership, teamwork, and communication skills I have acquired through the Texas FFA Organization and the Speech and Debate team will also enable me to effectively interact with customers and employees. I will utilize all of these qualities as I strive to uphold West Plains Veterinary Clinic's impeccable reputation.

Mr. Kline, please accept this letter and résumé as an expression of my genuine interest in pursuing a career at West Plains Veterinary Clinic. Realizing the limitations of the written page, I welcome the opportunity to personally discuss the position with you. If you are interested in a dedicated, organized assistant veterinary intern with a positive attitude and prior training, please feel free to utilize my contact information listed above. I will be in contact with your clinic on November 1st to confirm receipt of my written materials, and should my experience and qualifications be suitable, schedule a convenient time for an interview.

Thank you for your time and consideration; I look forward to speaking with you soon.

Sincerely yours,



Carlye D. Winfrey

Enclosure