

Ima Vet

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September 1, 2022

Dr. John Smith
Claw and Paw Veterinary Clinic
2121 E. Broad St.
Columbus, OH 43215

Dear Dr. Smith:

I am writing to express my interest in the Associate Veterinarian position at Claw and Paw Veterinary Clinic. Dr. Dan McMillian suggested I contact you. My interest in working for your clinic is based on the strong correlation between your emphasis on wildlife rehabilitation and my education and professional experience. I am confident that my past experience in _____ will make me a successful addition to your practice.

This is where you will describe the skills, education, and/or experiences you possess that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. Make sure the connection between what skills you possess and the skills the job requires is made very clear.

This is your chance to give the reader more insight as to who you would be as a colleague. Do not repeat your resume. This is the time to mention special experiences and soft skills (what we call professional skills). They want to know you can do the work, but they also want to know if you'll be a good fit as a colleague.

Thank you for your consideration of my credentials. I will be contacting you within the next two weeks to discuss in further detail my qualifications. You should summarize here the skills and competencies you highlighted in the above paragraphs to state again why you are a good fit for this opportunity.

Sincerely,
(Sign)
Ima Vet