

**Personal, Professional, Financial and  
Career Growth and Development**

# **THE COVER LETTER**

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## **The Cover Letter**

The resumé is **NEVER, NEVER** mailed to a prospective employer without an accompanying cover letter. The cover letter serves as your personal representative in your absence. It should **complement**, not duplicate, resumé information and focus the prospective employer's attention to pertinent areas of expertise.

The cover letter should be an individually word-processed, 1-page letter composed, whenever possible, for a specific firm and sent directly to the person (name and title) who will make employment decisions. If a "contact person" is not given in the job listing (or if you are sending an "unsolicited" letter of application), there are numerous directories and professional publications (AVMA Directory, AAHA Directory, AAEP Directory, Journal of the AVMA) to consult in various campus libraries. The Dean of Students Office or the Career Advising and Placement Office often has bibliographies listing resource materials that include both the private sector and governmental agencies like the USDA, FDA, etc.

Keep your sentences short – an average of twenty words per sentence is about right. Likewise, your paragraphs should be concise and to the point. This makes the page more inviting for the harried reader, providing adequate white space to ease eyestrain. Never write a letter and send it; your writing can always be tightened. Make the time to edit it at least three or four times over a couple of days, each time trying to shorten or punch up a sentence.

### **Cover Letter Contents:**

#### **Paragraph I – The Opening**

Use the opening paragraph to get the prospective employer's interest. State:

- ◆ Your employment objective (the particular position and/or area);
- ◆ Your academic degree level (and major, if relevant); and
- ◆ How you learned of the position or organization (a personal referral, vacancy announcement, etc.)

#### **Paragraph II – The Body**

Use this paragraph to justify the prospective employer's interest. Relate:

- ◆ Your qualifications to the specific job requirements and type of business using examples of your expertise to make your point(s).
- ◆ Briefly describe your education and work experience background and how they would make a "good match" with the on-going and/or future needs of that specific company.

*(If possible, it is advantageous to personalize the letter by gathering some basic information about the veterinary practice or company – kinds of services/products, growth areas, training programs — before drafting the letter. With respect to jobs in industry, sources could include annual reports from companies or recent news articles or announcements. Detail sales reps, neighboring practices, and prior employees can serve as resources of information for veterinary practices.)*

#### **Paragraph III – The Closing**

Use the closing paragraph to request an interview at the prospective employer's convenience. It is also acceptable for you to initiate the next response by indicating that you will call to arrange an interview.

If the prospective employer is not located in your immediate geographical area, it is to your advantage to mention if you will be in that general area at a particular time. The prospective employer may be more willing to interview you if little or no expense is involved.

### **Internship Letters of Intent:**

It is imperative that anyone planning on applying for an internship read the JAVMA article on selection criteria from 7-1-05. It can be found at the back of the PVMC Internships hand out at the VPI student website.

### **Paragraph I – The Opening**

The objective here is to cover the rationale for applying for a particular internship. This is hard to do when applying for multiple internships through the VIRMP matching program. In that situation, it is best to simply reference the VIRMP process for selecting internships and draft a generic reason behind your reasons for selecting the ones to which you are applying. If an application is being submitted for only one matching internship, then it is easy to personalize the rationale for such choice, including any geographic rationale you have for a particular internship program. The same could be said for applying for individual positions through an unmatched system such as is the case with the AAEP.

### **Paragraph II – The Body**

In this one or two paragraph section it is important to indicate what you plan to do after completing this experience. Will you be seeking a specific type of residency, pursuing a life in private practice or looking forward to buying into or starting a practice sooner than you would have had you not completed an internship? Are you hoping that your internship will help prepare you for the rigors of an academic residency program or one in private practice?

### **Paragraph III – The Closing**

The closing merely acknowledges how difficult it is to select from a wide array of applicants. It is also a good time to thank the recipients for the time and effort they are providing as a member of the intern selection committee and let them know you are available in case there are additional questions.

### **The “I” Rule**

A key rule when drafting cover letters is not to use the pronoun “I” more than four times in any paragraph. Doing so makes the author look like an egocentric person who is unlikely to become an effective team player. Instead, trade-in the “I” format and use a sentence structure that reads “my” interest in exotic animal medicine grew, it became apparent to “me” or combinations of these clauses to supplement the “I did this or that style.”

### **Employer Response & Applicant Follow-Up:**

Employer response time usually is between one to three weeks. If you have not heard from an employer after two weeks, it is wise to do a follow-up either by mail or telephone. It should be directed to the original contact person and should take a “low key” approach:

- ◆ State the date the original letter was sent;
- ◆ Ask if it was received (the Post Office is not infallible);
- ◆ Restate your interest in that specific employment opportunity, and;
- ◆ Ask if any further information is needed.

It is most important that the follow-up letter or call does not come across to the prospective employer as: “Why haven’t I heard from you?”

If an application deadline was listed, the prospective employer should be given two weeks time from that deadline date to respond, not necessarily when you sent your materials.

## **Examples of Key Concepts to Communicate**

### **1. Changes In Your Career**

A question I am often asked is “how do you know this career is the right one?” My experience in respiratory therapy and teaching (Other examples, the financial services arena, as an attorney, the food service industry, the human health care sector, etc.) helped clarify my passion to become a veterinarian. My first career developed my medical knowledge and maturity. The second, as a teacher, improved my communication and organization skills. My veterinary education is allowing me to combine all the attributes that were positive from my previous occupations: daily challenges, problem solving, opportunities for advancement and educating co-workers and parents, just to name a few. It is now clear that emerging as a veterinarian is the best decision I have made in my life.

### **2. Gaps**

You may have noticed a gap in my work history in the attached resume. It was during that time I learned patience, tolerance, multi-tasking, surviving on limited sleep and watching my two children grow from infants to successful elementary school students. Those years were critical to my personal development. It also means that another pregnancy is extraordinarily unlikely and that my child care issues are now history. With that phase of life behind me, my focus now is to enter the life of the productive, energized veterinarian I have always dreamed of becoming. **(Note: Alternatively, if you don't mind informing recipients of your marital status, you also could say, “It also means my husband and I have no plans for another pregnancy and my career has moved to the top of our priority list.”)**

November 3, 2009

Dr. Paul Gambardella  
Oradell Animal Hospital, Inc.  
481 Kinderkamack Road  
Oradell, NJ 07649

Dear Doctor Gambardella,

Please accept this letter and the enclosed documents as application for an internship position. My primary motive for a small animal internship is to expand my educational experience with an intense training period in a high volume referral center, where I can build both my knowledge base and clinical skills. I know this to be a needed precursor to my next planned step of obtaining a small animal surgical residency.

During my ten day externship at the Oradell Animal Hospital in September 2008, (indeed, a brief opportunity to observe each other) I was duly impressed with the pragmatic professionalism of the practice and staff, the volume and diversity of cases, and the well supported structure and learning environment provided to the interns. I am most interested in continuing my development as an intern and contributing member of the team at Oradell Animal Hospital.

My resumé cites a strong equine background. If, when I entered veterinary school, I was asked my intentions, surely my response would have been equine medicine. However, never wanting to close my eyes to possible alternate paths, I saw my true interest is really the diagnostic and treatment challenges of private practice. Perhaps, four years ago, I was merely romanced by a particular species. With this in mind, I have turned my sights toward a small animal focus because it allows more opportunity for specialization and practice diversity. In addition to my medical/surgical interests and education, the customer-relations experience I bring as a mature and seasoned service provider should facilitate my rapid acclimation to the breadth of clients seen in a practice such as yours. My additional knowledge of office systems, operations, organizational management, and the Cornerstone™ practice management software system will also allow me to function efficiently in a high volume and, at times, high stress environment.

Thank you for your time and consideration. I look forward to meeting with you again. Of course, I will gladly forward any additional information at the asking.

Sincerely,

Edie De Maria

***Letter of Intent for Internship Explaining Change of Career Direction  
While in Veterinary School***

***Nicole Marie Dielo***  
2307 SW 32<sup>nd</sup> Pl., Apt. 8  
Gainesville, FL 32608  
(352) 373-5591  
[nikkid78@ufl.edu](mailto:nikkid78@ufl.edu)

November 13, 2009

Dr. Michael S. Garvey  
Director, Bobst Hospital  
Animal Medical Center  
510 E. 62<sup>nd</sup> St.  
New York, NY 10021

Dear Doctor Garvey,

Please accept this letter and enclosed documents as application for a rotating small animal medicine and surgery internship position at the Animal Medical Center.

My upbringing as the only child of a single working mother imprinted me with certain goals that I continuously strive to achieve: perform every task to the best of my ability, regardless how small; embrace education, for it is the basis of personal growth, success and confidence; and finally, give back to the community with my time, money and knowledge. After carefully considering the options, I know that an internship is the best way to achieve my goals.

As we look ahead to graduation, students must realize that we are about to begin a new life: a professional life as a veterinarian. It would be naïve to assume that four years in veterinary school could fully prepare anyone for the challenges that lie ahead. I believe an internship will accelerate my growth as a new graduate; it will provide a high caseload and emergency experience to increase my confidence in handling various patients and problems. In anticipation of working with a spectrum of emergencies, I have been a member of the Student Chapter of the Veterinary Emergency and Critical Care Society and participated in an emergency procedures wet-lab last spring. I also completed a one-week externship in the Colorado State University critical care department.

Continuing education is an essential component of a desirable internship. Didactic lectures, daily rounds, and informal teaching will solidify and expand my knowledge base. My involvement in many different clubs in veterinary school—Canine, Feline, Holistic, Wildlife, Emergency, Shelter, Business, American Animal Hospital Association, Student Chapter of the American Veterinary Medical Association—enabled me to attend extra lectures each month and assimilate information that was not covered during classes. These organizations also provided an opportunity to practice skills such as surgery, physical therapy, and ultrasound. I have attended many conferences and symposia since freshman year to further my education and become more involved in the veterinary community. Veterinary medicine is a wonderful and challenging profession because it demands that we are informed about recent research and developments. I look forward to working with specialists who can share their own research results as well as the latest developments in the field.

My goal as a veterinarian is to be an excellent general practitioner who treats small animals, including pet exotics, and offers alternative medicine for those clients who are interested. In addition to attending Wildlife Club lectures and wet-labs, my coursework includes classes in reptile surgery and medicine and avian surgery and

**Note: Here's an Example of a 1.5-Page Letter of Intent for an Internship. Is It Too... Long?**

medicine. I am taking additional elective rotations in the zoological service at the University of Florida. I also completed two externships in exotics: one week at the Animal Medical Center working with Dr. Hess, Dr. Quesenberry, and Dr. Brown, and one week at Colorado State University. My second week at the Animal Medical Center was spent with medical service four working with Dr. Langston and Dr. Reine. After working and speaking with several interns, I was impressed by the amazing opportunity the Animal Medical Center offers. The high caseload, clinician interaction, advanced technology, and physical location is unmatched by any other internship program.

I am drawn to holistic medicine because it recognizes the need to treat every animal as an individual who needs both medicine and compassion. A sick cat is more than just a good kidney case; it is a cherished member of a family. This understanding of the human-animal bond helps me to connect with clients and will allow me to be a better doctor. Working as a technician before veterinary school taught me to translate medical terms into words that clients can understand, and understanding is the basis of consent and compliance. Assets I will bring to a practice include excellent client communication skills, determination, good leadership qualities, the ability to work with different personalities, a sense of humor, and a complete desire to learn from my mentors.

An ideal internship is a synergism in which both the veterinary practice and the young doctor benefit from the relationship. My hope is that guidance from mentors during my internship year will sculpt me into a refined doctor with confidence and experience to benefit patients and clients during the rest of my career. In return I will provide to my peers the most current information being taught at veterinary colleges, a perpetual curiosity, an enthusiasm to learn, dedication to provide the best care possible, commitment to helping my co-workers, and a smile to recognize the great honor we have to work with animals every day. By treating pets we are able to help people and give back to the community with our time and knowledge. I look forward to the opportunity.

Sincerely,

Nicole Dielo  
University of Florida  
College of Veterinary Medicine

October 10, 2009

Jennifer Carr  
1000 Trinity Ridge Road  
Apartment 301  
Raleigh, NC 27607

Dr. Mark Rondeau  
University of Pennsylvania  
Matthew J. Ryan Veterinary Hospital  
3900 Delancey Street  
Philadelphia, Pennsylvania 19104- 6010

Dear Dr. Rondeau,

Please accept this letter and the enclosed documents as an application for a rotating small animal internship at the University of Pennsylvania. It is my hope to complete an internship with the ultimate goal of entering a surgical residency program. Born and raised in Connecticut, I completed my undergraduate work in Delaware and love the North East. I am most anxious to return to that area of the U.S. after completing my veterinary degree.

Over the last few months I have visited many high quality veterinary institutions, including the Animal Medical Center, Tufts University, The Ohio State University, and Michigan State University. In November I completed a critical care externship at the University of Pennsylvania. The ICU and emergency clinicians at the Matthew J. Ryan Hospital are extraordinarily passionate about their work and provided strong mentorship for their interns. Mentorship is one of many qualities I seek in an internship program. The large caseload, prime location in a big city and personal clinician interactions are unsurpassed by any other institution, and it is my hope to be part of such a well rounded and talented group of veterinarians.

Becoming a surgeon has always been a dream of mine, and throughout the last few years at NCSU I have had the opportunity to see firsthand the responsibilities and challenges that face academic veterinary surgeons. Although it seems glamorous from the outside, dedicated surgeons often work longer hours, and harder than all their peers. They work late into the evening to finish total hip replacements, come in at midnight to correct GDVs and return at 6 am to start all over again. The surgeons at NCSU have proved to be a gold standard, which I hope to emulate. By completing a rotating internship I hope to gain practical experience managing all types of cases so that I can become a well rounded veterinary surgeon.

During most of my extracurricular veterinary career, I have worked at emergency clinics. Critical care facilities have a way of developing, sharpening and ultimately testing one's skills on a daily basis. This form of practice demands that you think on your toes in a fast paced, ever changing environment that is highly charged with emotions. I have no doubt that this experience has truly helped shape me into who I am today. Additionally, I have worked on numerous research projects in the areas of pain management and orthopedic surgery, two of which have publications pending. Conducting veterinary research is invaluable to me and a top priority. It is because of this passion that I hope to continue research throughout my internship and into a residency. Academia provides a strong foundation for the future of veterinary medicine and it is my goal to ultimately teach surgery at a university. It is only in that setting that I will be able to combine state-of-the-art clinical practice and a strong research career.

As noted in my resumé, I was President of the very active NCSU Veterinary Business Management Association last year. This is a wonderful organization that promotes business acumen and professional development within veterinary students. Nonetheless, my passions for clinical research, surgery and critical care, all areas of strength at the University of Pennsylvania, make me well suited for your internship. I am very dedicated to my patients and have an insatiable thirst for learning and perfecting my clinical skills.

I am extremely interested in an internship at your institution and would be more than happy to discuss any of my current or future ventures with you further. Please do not hesitate to contact me if you need any additional information. I look forward to hearing from you soon.

Sincerely,

Jennifer Carr



October 10, 2009

Doctor So and So  
Veterinary Centers  
Philadelphia, PA 12222

Dear Doctor So and So,

I am currently a fourth year student at the University of Pennsylvania's School of Veterinary Medicine. I am sending you this letter and resumé with the hope of meeting you in person and interviewing for a position in your hospital.

As you peruse my resumé, you will undoubtedly notice that much of my experience prior to, and in the early part of, veterinary school was geared towards a career practicing large animal medicine. Although it is not easily explained, especially in a short paragraph, I will try to enlighten you as to why I want to work as a small animal practitioner.

I grew up on a farm in central Pennsylvania and have always had an interest in animals, both large and small. I worked initially with a local veterinarian, caring for the livestock on his Angus farm. I quickly developed an interest in his veterinary work and began accompanying him on farm calls and assisting with office visits. His practice was mainly made up of local farmers and it was this experience, with these people, that started me down the path towards large animal medicine. As I developed my education, in college and veterinary school, I found that I enjoyed working with small animals as much as I did with large but that working with companion animals afforded me many more of the opportunities that kept me stimulated and interested in medicine. I enjoyed investigating cases, performing the necessary diagnostics, following through with appropriate treatment plans, and developing my skills in small animal medicine and because of those experiences, I hope to find a practice with an atmosphere that will remain educationally stimulating and rewarding for years to come.

I hope that this letter clarifies some of my past experience and my future goals. I look forward to meeting with you in person and visiting your practice.

Sincerely,

Applicant

***What's Wrong With This Succinct Well-Meaning Letter?***

***Clue: count the "I's" in paragraph 3.***

**Josh Work Hard**  
***112 Pine Street, Philadelphia, PA 19104***  
**(267) 937-9096 [josh@usa.net](mailto:josh@usa.net)**

April 21, 2010

St. Mary's Veterinary Hospital  
348 East 9<sup>th</sup> Street  
New York, NY 10003

Dear Dr. Haddonfield,

I am inquiring about the veterinary associate position that will be available after the untimely departure of Doctor Gladstone. I have heard wonderful things about your practice from friends of Doctors Cook and Gladbrook, and from your close friend Doctor Morgan. Your practice has been described as well-run and an excellent place for one to develop medical and surgical skills. I find client communication an important aspect of veterinary medicine and a web site a progressive way of developing such communication, thus, I was very impressed with your website. I will be moving to New York City at the beginning of July with my fiancé who will be starting a multi-year cardiology residency at the Animal Medical Center. Since our desire is not to spend this next year in different locations, a New York City job is a high priority for me.

I am enthusiastic and eager to learn and, thus, find the mentorship attitude Drs. Cook and Morgan describe at St. Mary's appealing. I find enjoyment in veterinary medicine and start off each morning with a cheerful attitude and a smile. My hope is to work in a practice where doctors and support staff are encouraged to learn from one another and work together as a team. My main area of professional interest is soft tissue and orthopedic surgery and I am eager to further these skills with the encouragement and tutelage of your practice. Nonetheless, the problem-solving associated with complete work ups of medicine cases also intrigues me.

Because I am a second-career veterinary student, I am willing to accept a slightly lower starting salary in return for a well-defined shadowing and mentorship program, particularly with respect to surgery. Hopefully that will include preset shadow periods, daily rounds discussions, and monthly performance appraisals. My expectation is that my maturity, life and communication skills, and focus on hard work will offset the limited experience I had working in veterinary practices before admission to Penn.

If you have any questions about the enclosed resumé, please call or email me. Just to verify that this inquiry has arrived on your desk, I will touch base with you by phone in a few days. Hopefully, by then you will have had the opportunity to review this information and, perhaps, contact my references.

I look forward to hearing from you.

Sincerely,

Josh Work Hard  
U of Penn Class of '10

***Example of short, sweet, narrowly defined letter designed for a specific practice.***

Insert Date

Drs. Candee and Marston  
Amesbury Animal Hospital  
200 Main Street  
Amesbury, MA 07739

Dear Doctors Candee and Marston,

I have been following your ads in *JAVMA* for almost a year. Prompted by your notice and the urging of several friends from the North Shore area, I recently spent several days touring the region from Gloucester to Amesbury. In short, I fell in love with the area. Having grown up on the Jersey Shore, I am looking for a coastal New England community in which I can be a permanent and productive member.

A question I am often asked is “How do you know this career is the right one?” My prior work experiences as a respiratory therapist and an elementary school teacher have reinforced my passion to become a veterinarian. The first of these two careers developed my medical knowledge and maturity. My second, as a teacher, helped me improve my communication and organizational skills. My veterinary education is allowing me to combine all the attributes that were positive from these previous occupations including new daily challenges, problem solving, critical thinking, opportunities for advancement and educating co-workers and pet owners. It is now clear to me that pursuing this grueling education as a veterinarian is the best decision I have made in my life.

At present, I am in my third year of veterinary school. Although this letter may be premature, your advertisement in *JAVMA* fits my interests to a “T.” I am seriously interested in an employment opportunity at your practice and, because of my maturity, believe I could be a great asset to your practice. Since high school, orthopedic surgery has intrigued me. It is stimulating and suits my mechanical aptitude for fixing everything from door frames to toaster ovens. I am seeking a practice that is dedicated to improving its surgical capabilities, particularly, ASIF bone plating, the occasional use of a K-E apparatus, and ultrasonic imaging.

Prior to veterinary school, my exposure to large animals was rather limited. I have, however, volunteered for many wet labs and symposia and will be taking an extensive large animal course load in the spring and during fourth-year rotations. I have a genuine fondness for cows, sheep, and “backyard” and draft horses, which is why your mixed animal practice interests me.

I firmly believe in the value of educating clients. By combining my work in the human health care field with my work as a teacher, I would enjoy creating hand-outs and information about procedures and services the practice offers and of which your clientele may not be aware. I would also be interested in organizing “puppy socialization classes” to start new owners off on the right foot.

While I understand that it may not be economically or practically feasible for you to keep this position open until I graduate, I would appreciate the opportunity to meet with you and see the practice first hand, in case an opening should present itself at a later date.

Sincerely,

Meredith Wilson

***Early Letter of Introduction Explaining Why This Applicant Is A Third-Career Person Seeking A Position in Mixed Animal Practice***

# Ian Stone

P.O. Box 4200  
Davis, CA 95617  
(916) 555-1212  
E-mail: [youremail@ucdavis.edu](mailto:youremail@ucdavis.edu)

Insert date

Doctor Dolittle  
Vetown, CA 66791  
(215) 555-4200

Dear Doctor Dolittle,

This letter is in response to your classified ad on the [www.iknowledgenow.com](http://www.iknowledgenow.com) website. Please accept this resumé and letter as application for a position as Associate Veterinarian at your practice. As a fourth year student, halfway through the clinical year, I am eagerly anticipating the opportunity to begin applying my knowledge and experience to clinical cases. Working in a busy small animal/exotic practice in the SF Bay area that emphasizes quality and service oriented medicine is my primary goal. It is very important to me that I be involved with a practice that is open to nurturing new graduates in exchange for the new skills they bring along.

As my resumé demonstrates, I have had a widely varied career since obtaining my B.A. However, no other profession has offered the level of intellectual and emotional stimulation I have felt with veterinary medicine. In addition to taking a wide variety of classes to be well-informed about all facets of our profession, my summer employment opportunities in the service industry and volunteer experiences have made me more adaptable and comfortable handling a wide range of people. I enjoy interacting with clients, especially via the provision of services for their pets.

My strengths include an affinity for languages and a sincere desire to help people and animals. In addition, I have modest amounts of experience as a veterinary receptionist and technician, a flexible mind, a strong sense of responsibility, a good customer service attitude, and a positive outlook on life.

I am eager to visit with you and your staff to discuss employment opportunities in the near future. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely yours,

Ian H. Stone

***Cover letter for applicant with varied employment experiences,  
heavy on the service industry***

April 3, 2010

Ryan Sprinkle, CVPM  
Hospital Manager, Animal Care Center  
Brookview, MA 01621

Dear Mr. Sprinkle,

In May of 2010 I will earn my VMD from the University of Pennsylvania. It is my interest to move to the Boston area, and gain employment with the Animal Care Center upon graduation. Because I received my B.S. from the University of Vermont, I am familiar with New England.

My interest in your hospital was sparked during a discussion with Drs. Jim Wilson and Ted Sprinkle in a U of P veterinary business management class in March, 2010. I understand that taking veterinary medicine to the highest level involves excellent practice management and superb people skills. I visited your hospital shortly after that class, toured the facility, and met the staff. After conversations with Drs. Wilson and Rodney Poling, it appears this is the hospital for me. I am impressed with the practice's dedication to medicine by having and routinely using an ultrasound machine, a laser surgery unit, and an endoscope. I was also impressed with Healthy Pet's dedication to manage a business by employing a full-time practice manager.

One of my attributes is that I will make you laugh. I have the ability to work long days, and still maintain a sense of humor four hours after you were scheduled to go home. Additionally, I like to use my hands. As a 4<sup>th</sup> year at Penn, students are required to take one surgery rotation. To get as much surgical experience as possible, I took four. There is no question that I am still a rookie, however, my goal is to become an experienced surgeon quickly. That means placing myself in a situation where the right people can help me accomplish this.

Nonetheless, I also enjoy the complexity of medicine cases, including piecing together the medical puzzles that animals present. It appeared to me that this happens on a regular basis in your practice.

I enjoy people, appreciate the intensity of emergency shifts, and value what they can bring to my professional growth. I am a happy person, and for that reason, smile a lot. One of the reasons for that is that I enjoy a life outside of work by playing on two ice hockey teams, for one of which I am the assistant captain. The games usually start later than most people would like to be awake, however, the adrenaline release and participation in a team sport each week is more valuable to me than the sleep lost.

I am also an avid outdoor enthusiast. Among my outdoor adventures was skiing moguls as an amateur during high school and college. I still enter competitions occasionally, and have managed to put in 10 days/year on the slopes, despite living in Philadelphia. I also enjoy snow shoeing, mountain biking, hiking, and flag football.

Please accept my thanks for the opportunity to spend some time at the hospital. If you are interested in me as an associate, I think it would benefit us for me to spend a full-day at the practice sometime soon. Enclosed is my resumé. My letters of reference (4) should have already arrived, or will arrive shortly.

Sincerely,  
Kevin Patrick Smith

***Example of letter from a person with a unique, positive, extroverted personality.***

October 10, 2009

Milwaukee County Zoological Gardens  
10001 West Bluemound Road  
Milwaukee, WI 53226

Dear Doctor Wallace,

This letter accompanies my resumé to provide additional personal information. Since my family lives near Milwaukee, I have enjoyed visiting the Milwaukee County Zoological gardens many times. As a veterinary student focusing on zoological medicine, I am eager to obtain specialized training as an extern at a zoological park. Since your program appears to be a challenging and enjoyable one, in a desirable geographic area, I am excited to submit my application for your 2009-2010 externship program.

My ultimate career goal is to be a zoo veterinarian. I like the challenge of using my knowledge in the diverse roles of a zoo veterinarian where one must assume the roles of medical provider, educator, investigator, personnel manager, and administrator. As a student, I have tried to obtain a solid, well-rounded knowledge base from which to expand and extrapolate information to a multitude of species. Hopefully, this will allow me to pursue an approach to diagnostics that would apply to any species. Of course, one must have good biological knowledge of the individual species as well. Therefore, I would like to fulfill that need by obtaining as much clinical experience with exotic species as possible.

In summary, I feel that my enthusiasm, willingness to learn, and goal-orientated approach to life make me a good candidate for your externship program. Unfortunately, my schedule only permits six weeks for an externship. Also, since I plan to drive to Wisconsin, I am most interested in doing an externship in the early fall (particularly September 5 to October 14, though any opening would be appreciated).

Thank you for your time and consideration.

Sincerely,

Kari L. Christe

***Zoo Animal Medicine Externship Cover Letter***

**Earl J. Grey, DVM**  
810 Rudy's Place, Mattoon, IN 62984  
[bucktherider@hotmail.com](mailto:bucktherider@hotmail.com)

Dear sir or madam or plural of either of these or any combination thereof,

My name is Earl J. Grey. I am a 2010 graduate from the University of Missouri. Originally from the south Chicago-land area, I lived in the Columbia, MO area year-round for almost seven years while attending school, and am now of Mattoon (Indiana) fame, along with my wife, Laura. We are inseparable, except when we are separate. We were married in August of 2007...it was lovely, I do believe. We are currently without child...unless we are with a niece or nephew. Laura graduated with a degree in physical therapy assistance on May 17. She is as smart as a whip and even more beautiful.

I am part of a three person clinic at present, splitting weekends and on-call ER duties. The practice is strictly small animal, with occasional exotics work. I have come to know the medicine aspect of the job a bit more than its surgical counterpart, as I do not have a designated surgery day: I have, however, performed such procedures as amputations, mass removals, C-sections, shared in two IM pinnings, aural hematomas, declaws, and, of course, spays and neuters. Those spay and neuter skills have been refined, as I also work part-time at our local animal shelter through its coordinator, my clinic's owner. I am familiar with ultrasound, having some experience with it, but am not yet confident in all of the subtleties that make it so difficult to master. My reasons for leaving are many and personal, involving everything from my wife's and my desire to live outside of the Midwest for the first time (corn is our friend, but he is becoming a very needy vegetable) to needing more time for each other.

Passionate and compassionate, I am very willing to learn, listen, contribute and teach all that I can, all that is needed, to better a business, patients, clients, myself, family, and the community. Able to get along with almost anyone, I am flexible (within reason), patient, open to newness, change, criticism, and hard work enough to know that I can help in some way, wherever I find myself. I am not afraid of hard work, but know that work can not be the epicenter of a life. I love medicine, learning, and especially the human-animal bond aspect of my job because it reminds me of the happiness and hope that veterinarians often offer and why I wanted to be a part of this veterinary medicine world.

I am looking for a job that is more than a job...a fun, cooperative, respectful, supportive place that encourages growth as a veterinarian and person, cherishing and acknowledging the importance of family and personal life. I am looking for something low stress; this is obviously subjective, but means to me an honest place with priorities that fit mine. Ideally, I am looking for 25-40 hours a week (part-time time-negotiable) with no weekends (negotiable) or on-call (I do very much like emergency medicine, the help and satisfaction it can offer; it is the time added to an already long day/week that I would rather not know). A four day workweek (or less) would be wonderful, but I realize can be hard to come by. Benefits are a must, and so is snow (a winter without at least some snow is not really winter...Santa can not survive in places like that). All of this might sound impossible, naive at best, but I know what I want and need, and my next job has got to be the right one. We love the country, and the city as much, and are looking for a home.

I would very much like to hear back from you whether you are interested in me or not. I would be willing to set up an interview to discuss things further as needed. So let me know, if you would. Thank you very much for your limited time and (unlimited) consideration (that last parentheses was a brain-washing technique...did it work? Yes, it did)...

Sincerely,  
Earl J. Grey, DVM  
June 18, 2010

**PLEASE READ THIS UNEDITED LETTER CAREFULLY. Would you:**

**1.Be proud of it?**

**2.Send it out without someone else's review and comments first?**