

John Doe, CVT
Street • City, MN 55601

Phone
E-mail

February 22, 2005

Addressee's Name
Company
Street
City, Street and Zip

Dear So and So:

I recently learned through Argosy University's Career Services Office that you have a Veterinary Technician position available and I would like to be considered for the job. I am excited about the possibility of working at your clinic because of the variety of animals you treat, the quality of care you provide, and your holistic approach to veterinary medicine.

As you can see from my resume, I am a candidate with a degree in Veterinary Technology that has significant general experience working with large, small, and exotic animals. I have also developed experience with lab and technical work through my Veterinary Technology Internship. I have a passion for working with animals and educating clients about their pets. Finally, my success working in customer service has given me a talent for effectively assisting people with various questions, concerns and needs.

In short, I believe my experience and desire to work at your hospital make me a good fit for your position. I would like an interview to talk with you further about my qualifications. I can be reached at 651-846-1234 during the day and at 651-846-4321 during the evening.

Sincerely,

John Doe, CVT