

## COVER LETTER EXAMPLE 2

**James Bond**

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*(Consider using the same letterhead you created for your resume)*

May 20, 2022

Vet's Plus  
34 Green Place  
Calgary, AB T9K 2P5

Dear Hiring Manager:

**Re: Veterinary Assistant**

When I learned of your search for a new Vet Assistant at Vet's Plus, I felt compelled to submit my resume for your review. I feel that your mission statement to provide superior service by utilizing the highest standards of care aligns with my dedication to ensure that animals are treated with respect, love, and attentiveness. My entire life I have wanted to work with animals as I visited my grandparent's farm every summer and fell in love with caring for all animals.

I am currently enrolled in the Veterinary Assistant Diploma at CDI College and am scheduled to complete my program at the end of this month. Demonstrating superior time management, interpersonal, and organization skills as well as an ongoing love of animals, I am confident in my ability to make a significant contribution to your clinic in this role.

My background includes experience in caring for animals in learning-intensive support positions. With hands-on experience in various practicum roles, my additional strengths in team collaboration, communication, and general administrative assistance position me to thrive in and excel in real-world internship-based positions at multiple veterinary clinics. I was tasked with supporting veterinarians in diverse responsibilities including animal restraint/monitoring, medication, vaccine administration, first aid, and appointment setting. I can connect quickly and successfully with pet owners, clearly explaining complex medical terms and conditions while educating them on proper treatments and follow-up plans.

In my practicum placement, my direct supervisor was kind enough to nominate me for Practicum Student of the Month, due to my dedication and service to both the animals and my profession. I also have experience assisting in various office tasks such as answering phones, scheduling appointments, ordering inventory and supplies, and maintaining records.

If you wish to discuss my credentials and experience further, please contact me at [James.Bond@gmail.com](mailto:James.Bond@gmail.com) or 980-346-5474. With my excellent experience and education, coupled with my dedication to ensuring the highest level of animal care, I am sure that I could quickly exceed your expectations for this role. Thank you for your consideration.

Sincerely,

*Your Signature*

James Bond

*You might want to scan your signature and insert it for emailed applications.*