

Sample Cover Letter

Carol Garza
123 Example Road
Hometown, YS 57985
123-555-6789
carol.garza@domain.com

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Dr. Glenda Johns
DVM, Owner, ABC Animal Clinic
321 Sample Ave.
Hometown, YS 57985

Dear Dr. Johns,

After learning about your need for an intern, I knew I could be your perfect solution. My friend and your colleague, Jessica Richards, informed me of the opening and said she thought the position might as well have been made for me. My organizational skills, passion for animals, and ability to understand and please customers will certainly contribute to the ongoing success of your organization.

I believe I can advance your business by providing the best possible service to your clients, whether human or animal. As editor of my school's newspaper, I applied organizational and management skills while coordinating publications and corresponding with writers and contributors. My experience as a volunteer at the local animal shelter has taught me how to work with a wide range of animals, as well as people. One of my biggest strengths is my ability to relate to people and make them feel comfortable, regardless of the person or situation. This skill was developed not only with my participation in school activities and volunteering, but also during my summer as a foreign exchange student in Spain. Now that I have graduated high school, I would love the opportunity to commit my time and talents to your clinic. My goal is to provide you with the best intern you've ever had and provide your clients with an enjoyable and comfortable animal clinic experience.

I have enclosed my résumé and list of references for you to review. I feel confident in my ability to contribute to your business, and I would enjoy the opportunity to meet with you to further discuss your needs for this position. I will call you next week or you may contact me at 123-555-6789. Thank you for your time and consideration.

Sincerely,

Carol Garza

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