

Janice Williams

Veterinary Assistant

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John Doe
Hiring Manager
EFG Clinic

Dear John Doe,

I am writing to express my interest in the Veterinary Assistant position at EFG Clinic. I admire your mission to provide excellent service at an affordable rate, as I am passionate about helping families obtain proper care for their animals. As a current veterinary assistant and Blackstone graduate, I have extensive knowledge of the profession and am eager to contribute my skills in client communications and animal care to this role.

As a veterinary assistant at ABC Animal Hospital, I assist 50+ clients and patients at the front desk weekly and am eager to show them a warm welcome. I assure the families that their pets will be well taken care of and check them in, and I keep an organized and detailed log of interactions. When I am not at the front desk, I am in charge of providing daily routine animal care. I also support the animal care team with lab work and other procedures as needed, and I actively communicate with the team to see how I can offer assistance.

I completed Blackstone Career Institute's accredited, Online Veterinary Assistant Training Program, graduating with Distinction. I studied the anatomy and physiology of animals, veterinary office administrative office skills, animal care and handling, and office technology, among other topics. My education provided me with a solid foundation for when I started my first position as a veterinary assistant in 2023 and will help me in the Veterinary Assistant role at your clinic.

Working as a receptionist allowed me to gain experience in assisting clients and performing administrative duties. There is much overlap in the responsibilities between a receptionist and a veterinary assistant, and I have seen these similarities aid me carrying out the front desk responsibilities in my current role.

Volunteering with animals at the ABC Animal Shelter demonstrates my passion for animals and drive to see them well-taken care of. I currently have one dog and two cats of my own that I adopted from the shelter.

Thank you for your consideration. I have attached my resume and look forward to further discussing why I am a good fit for this role with both my strengths and interests.

Sincerely,



Janice Williams