

## COVER LETTER FORMAT

Date

Name of Contact Person

Title

Organization

Street Address

City, State ZIP

Dear (Contact Person's Name):

**Opening Paragraph:** Why you are writing.

- State why you are writing. Name the position or type of position for which you are applying.
- Mention how you learned of the position.
- Mention the name of any referring person.
- Briefly describe why you are interested in this particular position.

**Body of the Letter:** Sell yourself.

- Introduce yourself.
- Briefly describe the skills and/or experiences you possess that fit the requirements of the position.
- If you have related experiences, mention your qualifications and achievements.
- This is your chance to give the reader more insight as to who you are as a person. Do not repeat your resume. This is the time to mention personal qualities or special experiences and motivators.
- Refer the reader to your enclosed resume.

**Closing Paragraph:** Request an interview.

- Directly, but politely, indicate your desire to further discuss your qualifications in an interview.
- Make it easy for the reader to contact you by providing your phone number(s), email, and the best time to reach you.
- Thank the contact person for his or her time and consideration.

Sincerely,

*Your Signature*

Your typed name

Address

City, State, Zip

Phone

E-mail

Enc(s).

## SAMPLE COVER LETTER

February 18, 2004

Dr. Dan Doolittle  
Owner  
Reno Lights Animal Clinic  
1234 Casino Road  
Reno, NV 99999

Dr. Doolittle:

My name is Still N. School and I am currently a second year student at Washington State University College of Veterinary Medicine (WSU CVM). Before beginning junior clinics in August, I am interested in returning to a clinical setting and would like the opportunity to visit your hospital and discuss the possibility of either summer employment or a senior internship.

I am a well-rounded student, recognized on the Dean's List and active in many extracurricular activities and clubs. Throughout vet school, I have experienced many opportunities that foster teamwork, leadership, diagnostic skills, and problem solving. This past year, my studies have included pharmacology, clinical pathology, radiology, anesthesiology and small animal surgery. In addition to my curriculum, I was accepted into the Merck Merial Summer Research Project at Oregon State University last summer. My project consisted of administering Ketamine by constant rate infusion to alpacas to provide analgesia. At the end of the project, I presented the successful results at the Merck Merial Scholars Symposium in Manhattan, Kansas and to the College of Veterinary Medicine at Oregon State University.

My past clinical experience includes two multi-doctor, mixed-animal practices in which I fulfilled both veterinary assistant and basic technician duties. Beyond medical knowledge, I gained a great appreciation for a sound staff, team work, and respect in the work place. These experiences have shaped my work ethic and my definition of a successful practice. I also have a wide variety of large animal experience. Between showing Quarter Horses at the world class level, raising 4-H swine and cattle, participating in OSU CVM's foal team, and my recent introduction to alpacas I have acquired first-hand knowledge of production, husbandry, and care of these species. My future career interests reflect my diverse background.

I will be in Reno during the third week of March and would like the chance to introduce myself in person and visit your clinic. I can be reached at your convenience at the contact information listed above. I will follow up with a phone call during the first week in March. Thank you for taking the time to look over my resume. I look forward to hearing from you soon and meeting with you in March.

Sincerely,

*Your Signature*

Still N. School  
123 Anywhere Street  
Pullman, Wa 99163  
509-123-4567  
[stillnschool@vetmed.wsu.edu](mailto:stillnschool@vetmed.wsu.edu)

Enc. Resume

**SAMPLE REFERENCE LIST****VETS R. COOL**[vetsrcool@vetmed.wsu.edu](mailto:vetsrcool@vetmed.wsu.edu)

321Hound Hill  
Pullman, WA 99163

Phone: (509) 123-4567  
Cell: (509) 987-6534

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Name of Reference Person  
Job Title  
Address  
City, State, Zip  
Phone (include area code)  
E-mail address

Name of Reference Person  
Job Title  
Address  
City, State, Zip  
Phone (include area code)  
E-mail address

Name of Reference Person  
Job Title  
Address  
City, State, Zip  
Phone (include area code)  
E-mail address

## Note:

- List 3-6 references. Remember, you must ask your reference people, in advance, if they are willing to provide recommendations for you. Ask your references if you can list both their home and work phone numbers.