

Cover Letter Preparation for Veterinary Medicine Students

Cover letters are an important part of the job search process, and should be tailored to the position which you are applying. Cover letters communicate the link between your experiences and the position you are pursuing. They also showcase your capability to communicate effectively, and your unique ability to add value to an organization. They are typically one page. Save your cover letter as a PDF, and if emailing it, include the text of the cover letter in the body of the email.

Ima Gatorman

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Date

Name of Contact Person, Title

Organization

Street Address

City, State ZIP

Job ID # (if Known)

Dear (Contact person's name, or position if name unavailable):

Opening Section: Who You Are & Why You Are Applying

- Use a strong opening sentence to attract the reader's interest (not a story, which might be in a personal statement instead)
- Name the job for which you are applying and how you learned about it
- Briefly highlight your education, skills, and experience
- If appropriate, mention the name of the person who referred you to the organization

Second Section: Your Skills & Qualifications

- Discuss the skills and strengths you bring to the job, and explicitly connect them to the tasks of the job
- Provide brief descriptions of a few related achievements or experiences, discussing how it can transfer to the job
- Even if you haven't done the exact things the job entails, you can show your preparedness through transferable skills

Third Section: You & the Company

- Demonstrate that you've researched the company by incorporating information such as their mission statement, motto, services or products and relating it to your previous experience, goals, and why you are interested in working for them
- State why you think you would be a good fit for the company, emphasizing how you can help the company reach its goals
- Some companies may have a focus on helping employees grow, but overall focus on what you offer, not what you want

Closing Section: Wrapping Up

- Very briefly restate any important themes, creatively tying them together into a cohesive sales pitch
- State that you are available for a personal interview at your reader's convenience
- Make it easy for the person to contact you: list your email address, as well as your number. Even if this information is on the resume, list it here again, as you do not want to make the employer search for a way to contact you
- Thank the reader for their time

Sincerely,

Ima Gatorman (Sign your name if you are printing)

Ima Gatorman

Cover Letter Example

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April 10, 2016

John Smith, Southeast Recruiter
Generic Corporation
750 Headquarters Parkway, Suite 123
Research, CA 75847
Job ID: 999999

Dear Mr. Smith:

In May 2016, after four years of leadership and service as a student at the University of Florida, I will be graduating as a Doctor of Veterinary Medicine. My current clinical rotation supervisor in the UF Small Animal Hospital recently shared with me the Principal Scientist – Clinical Veterinarian position posting at Generic Organization. I strongly believe that my research experience and clinical curriculum would allow me to succeed in this position.

In the fall of 2015, I had the opportunity to work with first year veterinary students perfecting their clinical skills course as a Teaching Assistant. As a teaching assistant, I assisted students from all skill levels in clinical skills including completing physical exams, inserting IV catheters, and practicing communicating sensitive issues. In addition, my clinical lab experience with the Infectious Disease Department at the College of Veterinary Medicine has allowed me to gain the clinical lab skills and research mindset. At Generic Organization I would utilize these skills to develop and support new target animal disease models as a Principal Scientist – Clinical Veterinarian.

I am confident I would be a valuable addition to Generic Organization. Generic Organization recently was awarded a grant to develop anatomically correct animal representations to study the effects of newly developed vaccines, a testament to the great strides currently underway at Generic Organization. As a member of AVMA and avid researcher, I am eager to be a part of an organization that actively strives for greatness. Additionally, my ability to communicate with customers and coworkers will allow me to contribute to the culture as described in Generic Organization's motto, "Excellence Inside and Out".

As a proven leader with relevant experience, I am excited to submit my application for consideration for the Principal Scientist – Clinical Veterinarian at Generic Organization. Thank you so much for your time and consideration. I look forward to the impact I can contribute at Generic Organization.

Sincerely,

Ima Gatorman
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