September 12th, 2018

To Whom It May Concern:

As a full time Biology undergraduate student and part-time veterinary technician, I would like to apply for the position of veterinary technician at your establishment.

I am working towards a B.S. in Biology at the University of Texas at Dallas. My coursework experience has allowed me to master time-management, study skills, and discipline. I have been recognized for exceptional academic achievement and was awarded a position on the Dean’s List three times for maintaining my current GPA of 3.995. In Biology II, my academic success secured me a teaching assistant (TA) position. As a TA I instruct current biology students, offer my time and attention as a tutor, communicate concerns directly to the professor and exercise my presentation and public speaking skills through lecturing.

In addition to attending school, I work part-time as a veterinary technician at a small animal veterinary office in Richardson. My main responsibility is to act as the intermediary between veterinary professionals and clients, collecting and conveying the patient’s medical history, current complaints, and client concerns to the doctors. I am in charge of collecting various samples from or restraining the patient for diagnostic testing. I fill any prescriptions and communicate doctor’s instructions to the clients. I work with the other technicians to ensure the doctor’s orders are executed precisely and efficiently.

Outside of school and work, I spent time volunteering at Take Me Home Pet Rescue. At the rescue, I assisted in socializing the rescue dogs and cats to ensure that they are experiencing positive human interaction. I helped rehabilitate malnourished and fearful animals, trained animals with improper behavior, and medicated animals with ailments.

Along with working at the Pet Rescue, I also volunteer at Holifield Science Learning Center. In the Center, I care for various species of exotic animals ranging from frogs to bobcats. In order to properly care for each unique species, I study their specific nutritional and environmental requirements. I assist with cleaning and preparing their habitats, feeding, and preparing enrichment toys for the animals.

I would be exceedingly grateful for the opportunity to speak with you regarding the position. Please contact me at your convenience with any questions or to set up an interview.

Sincerely,

Ruth Bader Ginsburg

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