***COVER LETTER SAMPLE***

*Return Address (Yours the sender)*

*City, State, Zip*

*Telephone with area code*

*Email address*

*May 24, 2018*

*Mrs. Debbie Jones*

*Covell Vet Clinic*

*1234 Covell Blvd.*

*Davis, CA 95616*

*Dear Mrs. Jones, (Dear Mr., Mrs., Ms., To Whom It May Concern)*

***The FIRST PARAGRAPH should indicate the position you are interested in and how you heard about it. Use the name of the contact person here, if you have one. For example:***

*I am writing in regards to the Internship opportunity as a veterinary assistant with Covell Vet Clinic. Mrs. Kirby, my Internship Specialist at DaVinci Charter Academy told me about the position.*

***The SECOND PARAGRAPH should relate to your experiences, skills, and background for the particular position. Refer to your enclosed resume for details and highlight the specific skills and competencies that would be helpful to the company. For example:***

*During the pasts several years I have volunteered at the SPCA on a regular basis. I have also been a pet sitter/dog walker for neighbors and friends. These opportunities have allowed me to work with a variety of animals and given me valuable experience in handling many types of animals. I have also strengthened my skills in working with people.*

***The THIRD PARAGRAPH should indicate your plan for follow-up contact and let the business know that a copy of your resume is included with this letter. For example:***

*I am excited about the opportunity to meet you and discuss how I might be of value to Covell Vet Clinic and what I might learn from the experience. I have enclosed my resume indicating my education and work experience, as well as my email address where I can be contacted. I look forward to speaking with you soon.*

*Sincerely,*

*Janet Johnson*