

November 15, 2017

Cannon Valley Vet Clinic  
Intern Supervisor  
1200 South Highway 3  
Northfield, MN 55057

Dear Intern Coordinator:

I would like to apply for your internship program for Spring 2016. I am interested in this position because the Cannon Valley Vet Clinic provides excellent veterinary and customer service. The clinic's commitment to the health of its animals inspires me to want to be a part of your team. I am sure my proven track record of learning quickly, my passion for science, and my enthusiasm meet the qualifications for this internship.

Currently, I am a sophomore majoring in Biology at St. Olaf College and interested in pursuing a career as a veterinarian. Through my Biology coursework, I have developed the technical knowledge needed to work at a clinic as well as communication skills. Specifically, last semester I deepened my understanding of cellular structures in Cell Biology. I learned how to qualitatively and quantitatively observe cellular activities, and presented my lab research to my fellow classmates. In this course I quickly picked up new concepts and applied them hands-on in lab.

In addition, last summer I worked at Sears as a cashier in the Appliances department. I helped direct customers to the appropriate departments, answered questions, and rang up purchases. I maintained a positive rapport with all customers, and problem-solved with other staff members as needed. My inter-personal skills will serve me well as an intern in the clinic when assisting pet owners and when working with fellow staff members.

It would be excellent to have the opportunity to speak with you further regarding my interest in the Cannon Valley Vet Clinic internship program, and to discuss my enthusiasm for the field of veterinary science. Please do not hesitate to contact with any questions, or if I can provide you with any additional information. I look forward to connecting with you soon, and appreciate your consideration.

Sincerely,

Nicholas Hoff  
1500 St. Olaf Avenue,  
Northfield, MN 55057  
hoffn@stolaf.edu  
(555) 555 - 5555