

Mindy Smith

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Amanda Nielsen
Office Manager
South Valley Large Animal
1791 W 11400 S
South Jordan, UT 84095

Dear Ms. Nielsen:

I would like to apply for the internship position at South Valley Large Animal. Please allow me a few minutes to explain how my work and education experience will help your company in this position.

Growing up on a small ranch has brought me close to large animals, and has taught me the responsibility of taking care of them. When the vet comes for visits I help and assist him. I have learned quite a few things from those visits. With my current job I work a lot with animal feed and animal products. I am a manager at a local feed store. This job requires me to attend training classes where I have learned about animals and their specific needs.

I have attached a resume for you to review, which shows:

- Good background work experience
- Management skills
- Dependable and honest
- Hardworking

I would like to set up an interview at your convenience. I will contact you later in the week and set up an appointment. If you would like to contact me before then you can reach me at (801) 808-0613. I look forward to meeting you. Thank you for taking some time to read my resume.

Sincerely,

Mindy Smith

Enclosure: Resume