

555 Evergreen Terrace
Baton Rouge, LA 70808
225-555-4805
Erica_Grilletta@baylor.edu

July 31, 2009

Dr. Bob Marshall
Coursey Boulevard Animal Hospital
12137 Coursey Boulevard
Baton Rouge, LA 70816

Dear Dr. Marshall:

I am applying for a part-time veterinary assistant and receptionist position. I became aware of this available position after reading your employment ad in the newspaper. This position would allow me to combine my interest in the medical field with my compassion for animals.

Presently, I am attending Baylor University where I am working on my Bachelor of Science degree in medicine with a minor in French. I have maintained a 4.0 overall GPA as a full-time student.

In addition to my education, I have experience in the medical field working with patients at The Dermatology Clinic. While the veterinary hospital atmosphere will undoubtedly be different, I am familiar with the appointment making, charting and patient care aspects of the field. My volunteer experience at the Waco Humane Society has given me excellent experience dealing directly with unfamiliar and unruly animals.

My employment at The Dermatology Clinic has given me experience working with extensive phone systems, filing systems and computer software. I am familiar working with Microsoft and Macintosh computer systems as well as with Intergy EMR software. Furthermore, I am very comfortable dealing with patients and clients to ensure they are satisfied with their office visit. I am prepared to learn any new skills and techniques I may require to fulfill the needs of this veterinary assistant position.

Please contact me to schedule an interview at your convenience.

Sincerely,

Erica Grilletta

Enclosure

Erica Grilletta

555 Evergreen Terrace
Baton Rouge, LA 70808
225-555-4805

Erica_Grilletta@lsu.edu

Career Objective

Part-time Veterinary Hospital Assistant/Receptionist

Education

B.S. in Medicine, French minor, May 2012
Baylor University, Waco, Texas

overall GPA 4.0/4.0

Skills

Communication

- Received and delivered dozens of phone messages per day
- Operated a multi-line phone system
- Greeted and directed clients around The Dermatology Clinic

Computers

- Familiar with Microsoft and Macintosh operating systems
- Knowledge of Microsoft Office, iWork, and Intergy EMR software

Animal Contact

- Handled unfamiliar animals at the Waco Humane Society
- Comfortable working with cats and dogs of all sizes

Language

- Proficient in spoken and written French

Experience

Nurse's Assistant, The Dermatology Clinic, Baton Rouge, Louisiana
Summer 2009

Volunteer, Waco Humane Society, Waco, Texas
February to May 2009

Honors

Baylor² Medical Track

Merit-based scholarship recipient covering 100% of college tuition, room and board

National Merit Scholarship recipient

Dean's List, Fall 2008/Spring 2009

Activities

State Secretary/Treasurer for l'Association Louisianaise des Clubs de Français des Écoles Secondaires (ALCFES) Convention, 2008

Float Assistant, Alpha Chi Omega sorority, Baylor University Homecoming, 2009

To: June Pulliam

From: Erica Grilletta

Date: July 31, 2009

Subject: Job Description

I am applying for a part-time position as a veterinary assistant and receptionist at Coursey Boulevard Animal Hospital. The available job was listed as an ad in the newspaper requesting an individual willing to do both the receptionist work and have direct contact with animals. Daily tasks for the job vary and include managing appointments, weighing animals, cleaning cages and assisting Dr. Marshall with patients. The newspaper ad only requested that any applicants be comfortable with dogs and cats as well as have the ability to learn new tasks quickly.

Occupational Handbook URL

<http://www.bls.gov/oco/oco20055.htm#K547>

Source Code for Dictionary of Occupational Titles

O*NET 31-9096.00