**![MC900196202[1]]()Dennis Robinson**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

Today’s date

Dr. Alex Smith

Elmwood Park Zoo

Animal Care Intern Department

Address, City, State, zip

Dear Dr. Smith,

I am very interested in interning at the Elmwood Park Zoo for the spring semester.
My love of animals and desire to share the excitement with visitors to the zoo combine to make me a highly motivated worker. I am currently a Junior Studying Animal Science and am in fine physical condition.

As you see from my attached resume, I worked on farms during my summer breaks where I acquired experience milking cows, shearing sheep, and gathering eggs from chickens.
In addition, I fed the previously mentioned animals and informed the veterinarian of any unusual behavior.
I was employed in a pet store during my high school years in the afternoons and on weekends. My responsibilities included feeding, grooming, and playing with the puppies, kittens, parakeets and other birds, gerbils, hamsters, rabbits, lizards, and snakes. I interacted with potential customers and educated them concerning the care and maintenance of whichever pet they were interested in buying.

Feel free to contact me for more information. I’m very interested in becoming acquainted with the animals at the zoo as an intern.

I’ll be dropping by the zoo office this week on my usual visit and hope we can come up with a mutually convenient time for an interview.

Sincerely,

Dennis Robinson