

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept my enclosed application for the role of Animal Care Assistant at \*\*\*. Being highly energetic and experienced with over 8 years of experience working with a variety of animals, I have developed an immense love for animals, and this coupled with a technician degree from the \*\*\* University makes me an immediate contribution to your team at \*\*\*.

To my knowledge, \*\*\*\* is the best animal care center in the \*\*\* region, which concentrates on providing quality and superior care to animals in their shelter. Your belief and approach to animal treatment is something that thrills me, and this coupled with your anti-cruelty mission across the country motivates me to be a part of the service that you are providing to the well-being of the animals.

My professional history includes taking care of the animals in the shelter, and ensuring optimal comfort and welfare are provided. I am adept at coordinating different aspects of care and can enable the best experience for the animals. With me, the pet owners can be rest assured. In my current role at \*\*\*, working as Animal Care Assistant, I deliver the following responsibilities –

* Feeding, bathing, administering medicines, and cleaning the animals on a day-to-day basis.
* Assisting the physicians in the treatment and surgery process.
* Assisting with adoption coordination.
* Maintaining the cleanliness of the animal shelter.
* Monitoring the health condition of animals.
* Performing regular health and safety checks.

Apart from my above-mentioned skills and qualifications, I have a great passion for working with animals and can offer my utmost dedication to providing the best care to the animals in the shelter. I am excited to join your team as your next Animal Care Assistant and contribute my skills and experience. I look forward to meeting you in person and discussing the opportunity further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Animal Care Assistant**