**Robert Smith**

***Contact details***

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**Animal Caretaker**

[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],

This letter is regarding my interest in applying for the post of Animal Caretaker at [XXX State Zoo]. As an efficient professional with experience in a variety of animal caretaking roles, complemented with my strong interpersonal skills and love for animals, I am well-prepared to contribute significantly to the goals and objectives of your Zoo.

[XXX State Zoo] is one of the biggest and well-maintained zoos in the country with strong beliefs and foundations regarding the treatment of animals and their welfare. Your ethical approach towards animals and their well-being have inspired me to be part of the community.

My background includes performing inclusive and comprehensive tasks to meet the requirements of animals with efficiency. As an Animal Care Assistant at [YYY Veterinary Clinic] for the past four years, I performed various duties from animal feeding to adoption coordination.

At my current place of work, I perform the following tasks and duties:

* Daily feeding, exercising, and general maintenance of animals in the shelter.
* Behavior and health monitoring of animals.
* Assisting with adoption coordination by providing customer support.
* Excelling at balancing multiple tasks with top-level prioritization.
* Maintaining cleanliness of the shelter.
* Conducting health and safety checks.

I believe that I have the required skills and experience to be a part of your Zoo. I am certain that my qualifications and work experience will readily translate to your environment and will also allow me to upgrade my skills.

Thank you for your time and consideration.

Sincerely,

[Your Name]



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