[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 is in regards to the job opening for the position of Kennel Assistant at [XXX Shelter]. With a proven work experience of tending to the needs of dogs coupled with my passion for animal welfare, I believe I am the ideal candidate for this role.

[XXX Shelter] has been active since the 1970s and is responsible for rescuing millions of stray dogs and providing them food and shelter. Your organization has played a crucial part in creating awareness and encouraging people to adopt dogs by running innovative campaigns. It would be my honor to be a part of your organization.

I have been working as a Kennel Assistant at [YYY Shelter] for the past 2 years. I am extremely adept at understanding the needs of dogs and can calm them when they are distressed. I am tasked with the following responsibilities:

* Bathing animals and grooming them
* Clean animal wastes and left-over food, remove hair and other debris, and dispose trash regularly.
* Play with animals and engage them in physical activities.
* Talking dogs for a stroll.
* Administer medication to animals.
* Constantly monitor the behaviour of animals and inform veterinarian if any animal shows reduced activity.

I am physical fit and have the capacity to lift heavy weights with relative ease. I understand that the position demands working overtime and on weekends and I am open to it. With my skillset and commitment to work, I believe I am the ideal candidate for this role.

Thank you for your time and patience.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Kennel Assistant**