



MOCK EMAIL #1

Hi [Clinic Name],

I hope you are doing well! My name is _____ and I am a current student at [SCHOOL]. I am a passionate [INSERT MAJOR] with plans to apply to veterinary school in [YEAR]. Currently, my main areas of interest are [small animal general practice] OR [large animal general practice] OR [exotics] OR [whatever else you may be interested in].

With the goal of enhancing my clinical skills and broadening my perspective of the field, I am contacting you to see if your clinic [may offer shadowing opportunities for pre-vet students] OR [may be looking to hire a part time veterinary assistant].

I have experience in [animal handling and husbandry] OR [list relevant experiences] and I am confident in a high paced environment. I would be eager to contribute to the clinic in any way that I can and I am happy to perform tasks around the hospital to help manage the burden on your staff, if allowed.

I am available on [give specific days and times to be transparent]. At this time, I am willing to make a [# of week or month] OR [long-term] OR [short term] commitment to the clinic and if things were to go well, I would love to discuss extending the opportunity.

I am happy to share more about me and provide my resume, as well.

Thank you for your consideration and time!

Best,

[YOUR NAME]

[your email + your phone number]



MOCK EMAIL #2

Dear [Clinic Name],

I hope you are doing well! My name is _____ and I am passionate, driven pre-veterinary [enter major] student at [SCHOOL NAME]. My plans are to apply to veterinary school in [YEAR] and to best prepare, I am working on gaining diverse experiences in the field of veterinary medicine. Currently, my main areas of interest are [small animal general practice] OR [large animal general practice] OR [exotics] OR [whatever else you may be interested in].

With the goal of enhancing my clinical skills and broadening my perspective of the field, I am writing to see if your clinic [may offer shadowing opportunities for pre-vet students] OR [may be looking to hire a part time veterinary assistant].

I have experience in [animal handling and husbandry] AND [list relevant experiences] and I am confident in a high paced environment. I would be eager to contribute to the clinic in any way that I can and I am happy to perform tasks around the hospital to help manage the burden on your staff, if allowed.

I am available on [give specific days and times to be transparent], and currently, I am willing to make a [# of week or month] OR [long-term] OR [short term] commitment to the clinic. If things were to go well, I would love to discuss extending the opportunity and possibly developing into a part-time position as a [kennel technician or veterinary assistant].

Thank you for your consideration and time! I have attached my email below for you to review at your earliest convenience, as well.

Best,

[YOUR NAME]

[your email + your phone number]



MOCK EMAIL #3

Dear [Clinic Name],
My name is [NAME] and I am a passionate, driven pre-vet [major type] student at [SCHOOL] seeking the opportunity for veterinary experience hours.

I have developed a strong background in veterinary medicine thus far, and I am writing to inquire about a [shadowing or part-time veterinary assistant position] at [CLINIC NAME].

My current proficiencies include husbandry, animal restraint, _____, _____, and _____. I am a student who learns quickly, adapts to new environments, and I am confident in my ability to gain new skills efficiently on the job. I know that I would be able to step into your clinic and immediately make a positive impact while learning and growing my skills and knowledge under the supervision of your veterinary team.

While I am a full-time student, I am willing to be flexible with my schedule and devote _____ hours to the practice weekly. I am capable of taking on additional responsibility if the practice were to need my assistance. To speak more on my previous roles, [ADD MORE ABOUT ANY PRIOR WORK EXPERIENCE]. In addition, [ADD IN PERSONAL INFORMATION AND HOW THIS HELPED YOU DEVELOP SKILLS], which helped me develop reliability, clear communication, and comfort working under pressure.

To reiterate, I am highly motivated, quick to learn, and deeply passionate about animal care. I would be incredibly grateful for the opportunity to contribute in any capacity whether part-time or through shadowing; I am just seeking the opportunity to continue to learn and grow within the field as I prepare to apply to veterinary school.

I have attached my email below for you to review at your earliest convenience, as well.

Thank you very much for your time and consideration!

Best,

[YOUR NAME]

[your email + your phone number]



MOCK EMAIL #4

Dear [Clinic Name] Team,

My name is [NAME] and I am a [CLASS YEAR] at [SCHOOL NAME] interested in pursuing a career in veterinary medicine. I am writing to ask if your clinic offers any shadowing opportunities for students who would like to gain hands-on exposure to the field and learn more about daily clinical practice.

I am passionate about veterinary medicine, and I am trying to gain experiences to help me learn more and support this journey. I am eager to observe, assist when appropriate, and learn from your veterinarians and staff. I am [ADD IN SKILLS, TRAITS, AND CHARACTERISTICS -- reliable, professional, timely, team oriented, etc.]. While I am a full-time student, I am willing to accommodate the clinic's schedule and be flexible. Regarding general hours, I am willing to devote around ____ hours to the practice weekly which can be adapted based on the clinic's needs.

If this is something you offer, I would greatly appreciate the opportunity to discuss availability and next steps. Thank you very much for your time and consideration.

Best,

[YOUR NAME]

[your email + your phone number]