

# JASMINE BROWN

Veterinary Receptionist  
New York, NY, 12345  
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January 1, 2024

**Pat Martin**

Hiring Manager  
Brooklyn Emergency Veterinary Hospital  
(987) 654-3210  
patmartin@emergencyveterinaryhospital.org

Dear Pat Martin,

During my time as a veterinary receptionist at the Manhattan Emergency Vet Group, I triaged emergency patient appointments and scheduling for an organization providing 24/7 care services to clients. I've developed an expertise in communication and operations management, which will enable me to provide valuable contributions to your team in the veterinary receptionist position.

Manhattan Emergency Vet Group has a reputation for driving positive patient outcomes and providing empathetic care strongly aligns with my core values as a professional within the pet care industry. My background and experience as an administrator will allow me to aid your organization in furthering this reputation based on the following career achievements:

- Supported 24/7 hospital operations for the delivery of emergency pet care services, served as the point of contact for clients in high-stress situations, and communicated medical updates, diagnoses, and patient outlook with empathy and compassion
- Built relationships with clients over the course of treatment, provided updates on patients, and supported clients in weighing difficult medical decisions based on the quality of life
- Coordinated with veterinary physicians, technicians, and assistants to identify appropriate staffing levels and ensure the delivery of high-quality patient care

I would like to schedule an interview to provide further insights into how my background in emergency medical environments can benefit your organization. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

*(Insert Signature Here)*

**JASMINE BROWN**