

## **Make heading same as your resume heading**

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**October 16, 2018**

*RE: Animal Ambassadors Internship-Spring 2019*

Ms. Beth Smith  
*Senior Education Specialist*  
Pittsburgh Zoo & PPG Aquarium  
7340 Butler Street; Pittsburgh, PA 15206

Dear Ms. Smith,

I am writing to you in response to the recent internship posting I had contacted you about earlier this semester at the Pittsburgh Zoo & PPG Aquarium. I am submitting my materials for the Animal Ambassadors Internship for the spring term that I became aware of through (insert info here as to how you became aware of the opportunity). I am currently looking to complete an internship full time during the summer months where I can gain hands on experience to compliment my coursework.

As an undergraduate student at the University of Pittsburgh at Greensburg, the importance of internships and related hands-on experience with our future field of interest was instilled in us the moment we stepped foot onto campus. My interest in an internship at the Pittsburgh Zoo & PPG Aquarium was sparked from a fascination to gain a look into the different areas of veterinary medicine. As a typical college student, I still am unsure of my exact future career path, although one thing I am confident in is that my area of interest is in veterinary medicine. This is a broad, versatile field with many areas of study which is why I am hoping to gain a better understanding about various positions within a zoo setting.

From this internship, I hope to gain experience with animals, which is something I am passionate about. I would gain experience from observation and learning from staff who have knowledgeable skills about the field that I hope to be in. Another important aspect I hope to continue to develop skills in are ways of communication, whether that be individually or in a group setting; knowing how to appropriately communicate with not just people but with animals, is something that can only be learned through experience in a variety of settings.

I believe that having the opportunity to complete an internship within such a reputable organization could truly compliment what I have been learning in the classroom. This could be the beginning of my experience in veterinary care, and that excites me more than words can express. I would greatly appreciate the chance to be considered for this internship. If I can provide any additional information please do not hesitate to contact me. Thank you in advance for your time and consideration.

Sincerely,

*First & Last Name*