

-Sample CV Format-

FULL NAME

Email | Phone # | LinkedIn

PROFILE

- This is where you can put a summary of your skills and career aspirations have such as:
- Known for building long lasting relationships through experience as a _____
- Adaptable with excellent communication skills through _____ experience
- Seeking to develop _____ experience with a focus on _____
- Interests in _____ , _____ and _____

EDUCATION

NAME OF YOUR UNIVERSITY

Town, State | Start Year - Present/End Year

Name of Your Degree | GPA (if good)

Any Awards / Dean's List / Relevant Courses etc.

VETERINARY EXPERIENCE

JOB TITLE

Town, State | Start Year - Present/End Year

- Action phrases to describe your job duties such as:
 - "Assisting nightly technician with refluxing, performing physical exams, and doing hourly checks on client equids"

EXTERNSHIPS

- Name of Clinic | Town, State | Dates Visited

RELEVANT COURSEWORK

- Course Title | School | Month, Year Completed

RESEARCH ACTIVITY

ROLE TITLE

Name of Lab | Town, State | Start Year - Present/End Year

- Title of research paper
- Action phrases to describe your duties such as:
 - "Tracking the live movement of the equine large colon in relation to meal status via daily transcutaneous identification of microchips"
- **Professional Presentations**
 - Name of Conference | Town, State | Month, Year

SELECTED EXPERIENCES

JOB TITLE

Town, State | Start Year - Present/End Year

- Action phrases to describe your job duties such as:
 - "Caring for patients by administering laser therapy, medications and annual vaccinations"

**LEADERSHIP &
PROFESSIONAL AFFILIATIONS**

POSITION TITLE

Name of Association | Start Year - Present/End Year

- Action phrases to describe your job duties such as:
 - “Organizing events for students to practice surgical procedures under the supervision of surgical residents & clinicians”

ACTIVE MEMBER:

- Name of Association | Start Year - Present/End Year
-

HONORS & AWARDS

- Award Title | Year Presented
-

CERTIFICATIONS

- Certification Title | Year Presented
-

**EXTRACURRICULAR
ACTIVITIES**

- Sports: list sports activities here
 - Music: list musical talents here
 - Arts: list artistic talent here
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REFERENCES

NAME OF REFERENCE

Position | Phone Number | Email

-Sample Letter of Intent Format-

Your Name

Your Town, State Zip Code

Month Day, Year

Name of Who You're Writing To

Company They Work For

Their Address

Town, State Zip Code

Name of Who You're Writing To:

I am writing you with regards to a potential internship/externship at Name of Veterinary Clinic for the timeframe during which this position takes place. I am a insert-year veterinary student at Name of University interested in whatever your interests are. I heard about your program through whoever or however you heard of them and was particularly interested in clinic name because of list something unique about the clinic that they list on their website. I would be honored to learn from the practitioners and technicians at clinic name as an intern/extern.

These body paragraphs are your opportunity to talk about what makes you unique. Think of this similar to your VMCAS essay on why you want to be a veterinarian. What major life experiences did you have that contributed most to your 'why'? What unique attributes do you have that set you apart from other applicants and make you a perfect fit for this opportunity? Why do you want to be a veterinarian? Why do you want to pursue whatever aspect of veterinary medicine that you want to go into? How will this experience contribute to your goals? How will this clinic benefit from hosting you and contributing to your success? Why should they pick you for this opportunity? This is your chance to really sell yourself. Do not be afraid to shine. The letter itself should not exceed 1 page, but if you are passionate and have reason to go over it is okay.

I look forward to this opportunity and the experience that I would gain as an extern/intern. Doing an externship/internship at Name of Veterinary Clinic and working under such highly qualified veterinarians would further develop my exposure to the veterinary field of choice and provide me with knowledge and skills that I will be using for the rest of my career. I look forward to hearing from you, I can best be reached at your email. Thank you for your consideration for this opportunity.

Sincerely,

Your Name