

Ms Josephine Ginty

3/18 Gurner Street

St Kilda, Victoria

Australia 3182

jginty@student.unimelb.edu.au

6 March 2017

Dear Sir/Madam,

I am currently studying the Doctor of Veterinary Medicine degree at The University of Melbourne in Australia. An integral part of this degree is the completion of extra mural placements – voluntary ‘work experience’ done at farms, shelters, and other animal care facilities. I am writing to enquire whether you would be interested in letting me do an extra mural placement at your business.

As a first-year postgraduate student, I do already have a baseline level of skills in animal care and handling. These include a Certificate II in Agriculture: Large Animal Handling, more than two years’ experience volunteering with dogs at the RSPCA, and a lifetime of small animal ownership. I am also an intermediate level horse rider and have participated in wildlife surveys that included animal trapping, tracking and identification.

Alongside these practical skills, I have a strong academic background. I was awarded a National Merit Scholarship for my four years of undergraduate study in Biology and Chemistry at the Australian National University. Throughout my studies, I maintained a High Distinction average (>80%), and in 2015 I graduated with First Class Honours.

Ultimately, I am friendly, professional and eager to learn more about the skills I will require as I pursue a career as a Veterinarian. Taking me on for an extra mural placement comes at no cost to you or your business, and will give me invaluable experience.

I am currently looking at doing placements for 5-10 days, during any dates between June 26 and July 21. If those dates are not ideal, I am also interested in doing placements around December 2017 and January/February 2018, but I don't know the exact dates that I am available then. Please contact me at jginty@student.unimelb.edu.au, and if you want to speak in person we can certainly arrange a time to Skype.

Yours sincerely,

Josephine Ginty

A handwritten signature in black ink that reads "JGinty". The letters are cursive and somewhat stylized, with the 'y' having a long, sweeping tail.

JOSEPHINE GINTY

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St Kilda, Victoria
Australia 3182

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EDUCATION

Bachelor of Philosophy (Science) (Honours)	Canberra, Australia
The Australian National University	2012 – 2015
Doctor of Veterinary Medicine	Melbourne, Australia
The University of Melbourne	2017 – ongoing

EXPERIENCE

Volunteer Kennel Cleaner	RSPCA Australian Capital Territory 2014 – 2015
Volunteer Veterinary Assistant	Bondi Junction Veterinary Clinic 2008
Volunteer Zoo Staff (Wildlife)	National Zoo and Aquarium 2014
Wildlife Survey Assistant	Booderee National Park 2014

HONOURS AND CERTIFICATION

Certificate II in Agriculture: Large Animal Handling	4 Up Skilling 2017
Bronze, Silver and Gold Duke of Edinburgh Award	The Duke of Edinburgh's International Award 2008 – 2011
National Merit Scholarship	The Australian National University 2012 – 2015
