

Courtney Woodard

43 Garden Street
Hyde Park, NY
(845) 204-5193
c.woodard290@gmail.com

To whom it may concern,

Are you looking for an employee with:

- 10 years of hands-on experience in veterinary medicine?
- Years of prior experience in legal offices, and retail management?
- Knowledge of the latest technology in veterinary care?
- A collection of knowledge and resources formulated to help other veterinary professionals?
- Excellent verbal and written communication skills?
- Incredible time management and organization skills?
- A passion to learn and increase skills while becoming part of a valuable team?

If so, then no need for you to look farther. You will see in my enclosed resume that I meet and thrive in all categories.

I have spent most of my career caring for others while being open and learning all aspects of business, which has given me a vast array of valuable skills. Having spent most of my time in veterinary medicine I have learned it is not just about the animals, but it is about caring for people as well. I take great pride in my ability to stay positive in work in a fast paced environment while maintaining compassion in the ever changing times.

I also am a firm believer that life is a balance. I strive for a healthy lifestyle both emotionally, mentally, and physically. When I am not working I enjoy spending time with my dogs being active and becoming a well rounded person.

I would very much appreciate and enjoy having the opportunity to discuss my qualifications with you further. The best time to reach me is Monday- Friday anytime. Please feel free to leave a voicemail, as I will promptly return your call.

Thank you for taking the time to review my resume. I look forward to speaking with you.

Sincerely,

Courtney Woodard

LVT