May 10, 2012

Mr. John Smith  
Central Stables  
123 Paddock Lane SE  
Atlanta, GA 12345  
  
Dear Mr. Smith,

I read in Southern Horse magazine this week that there was an opening for a [barn manager](https://www.thebalancecareers.com/barn-manager-125743) at Central Stables, and I am glad to have the opportunity to submit my resume for consideration. I believe that my extensive experience in equine management, primarily gained from employment at major Atlanta equine centers, would allow me to contribute significantly to the Central Stables team.

I earned my B.S. degree in Equine Science from the State College program, where I was the captain of the intercollegiate equestrian team. I also worked as a [show groom](https://www.thebalancecareers.com/horse-groom-125750) for Olympic equestrian Mitchell Marks each summer, where I was responsible for the care of his string of top show jumpers.

After graduation, I was hired as a [broodmare manager](https://www.thebalancecareers.com/broodmare-manager-125617) at ABC Arabians, where I advanced to facility manager status in less than two years. I am currently the equine operations manager for Wellington Warmbloods, where I have worked for seven years. I am currently seeking employment at another Atlanta stable due to the impending relocation of the Wellington operation to Florida this fall.

I would appreciate the opportunity to discuss this position with you, and I have included my resume and reference list for your review. Thank you for your consideration.

Sincerely,  
  
(SIGNATURE)  
  
Sarah Sanders  
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(123) 456-7890  
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