

Introduction to a new practice



Look at the email below. Write the numbers next to the labels.

☐

signature

☐

greeting

☐

closing paragraph

☐

Availability

☐

farewell

☐

Attached CV

☐

Subject

☐

introduction

New message

To

hello@brandnewpractice.com

1 Subject

Introduction - NAME, Vet/RVN, Available e.g Oct 2025

2 Hi , OR Hi [Practice Manager/Head Nurse's Name],

3 I hope this email finds you well. My name is [Your Name], and I'm a locum [Registered Veterinary Nurse/Veterinary Surgeon] with experience in [tailor as needed].

4 I wanted to introduce myself in case your practice is looking for additional support. I've attached my CV for your reference and can provide references if required.

5 Availability: [Insert dates/times you're free]

6 If you'd like to discuss how I might be able to help your team, I'd be happy to provide further details.
Thank you for your time, and I look forward to hearing from you.

7 Speak soon,

8 You Name and qualifications .

Send

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Top tips:

- 1) Leave your rate out of the first email, prompting practices to respond.
- 2) Sign off with speak soon to remain professional and friendly but offering more chance of a response.