

Thankyou Letter

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Dec. 21, 2011

Phillip Smithers
Manager
Children's Centre
1 Industry Plaza
Toronto, ON

Dear Mr. Smithers:

Thank you for taking the time yesterday to interview me for the developmental worker position within your organization. After reviewing your comments about the job requirements, I am convinced that I can make an immediate contribution to your operation.

Since you are going to reach a decision quickly, I would like to highlight the following points, which will confirm my qualifications for the position:

- Empathetic, professional, organized and mature individual
- Ability to work with clients in large or small groups
- Trained to assist clients one-on-one
- Proficiency in MS Word, Excel, Corel WordPerfect and Access
- Exceptional team player who can work well under pressure
- Knowledge of community organizations
- A flexible work attitude

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

DSW Student

Thank You
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September 4, 2011

Mr. Brad Sinclair
Supervisor, Direct Program
Community and Neighborhood Services

Dear Mr. Sinclair:

I want to thank you for taking the time to speak with me regarding the position of Social Services Caseworker. I enjoyed meeting with you and learning more about Community and Neighborhood Services.

The interview strengthened my enthusiasm for the position and interest in working for your department. I participated in a National Service Scheme (a community service program) during the course of my university studies in India. This week-long event was held in a small village that provided and promoted outreach services to those in need. I was awarded with a certificate that I did not have the opportunity to share with you at the interview. I believe my education, volunteer work and service industry experiences fit nicely with the job requirements. I am an empathetic, caring, well-organized and detail-oriented person who will make a significant contribution to your organization.

I look forward to hearing from you. Please feel free to contact me if you have any further questions. Thank you again for your time.

Sincerely,

George Social