

## COVER LETTERS

# SOCIAL & COMMUNITY SERVICES

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**Humber College Career Services**

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Career Centre, H201, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)

## **Child and Youth Worker Advanced Diploma**

457 Richview Drive, Toronto, Ontario N4K 3B7

cyw@email.com | 416-555-5555

[Linkedin.com/in/cyw](https://www.linkedin.com/in/cyw)

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May 5, 2015

Ms. Gail Shamsh  
Kidsworld  
76 Trunkline Road  
London, ON L6F 3X2

Dear Ms. Shamsh,

I am writing to you to express my interest in becoming a Child and Youth Worker at your center and become a part of your team. I learned of this opportunity from a posting at the Career Centre at Humber College.

Your facility has a wonderful reputation for innovative programming and safety. Several of my acquaintances have enrolled their children in your centre and have provided very positive feedback on your team. The idea of contributing to the success of your operation is of great interest to me.

My knowledge and background provides me with experience in the area of Child and Youth work, which will allow me to contribute positively and become an asset to your center. My background includes:

- Diploma in Child and Youth Worker, with honours
- Four years experience in an integrated setting
- Planning programs for all ages and levels
- Training in First Aid and WHMIS

I look forward to meeting you to discuss how my experience and skills could benefit your organization. You may contact me at (905) 555-5555 or [cyw@email.com](mailto:cyw@email.com) at your earliest convenience.

Sincerely,

CYW Student

## **Social Service Worker Diploma**

645 Applewood Dr. Etobicoke, ON M9P 4J1  
grad@yahoo.ca | (416)-555-5555

April 10, 2015

Ms. Meg Doherty  
Thistletown Regional Centre  
51 Panorama Court  
Rexdale, ON M9V 4L8

Dear Ms. Doherty,

Your advertisement for a full time Social Services Worker, which appeared on June 4 on the job posting board at George Hull (East Mall location), immediately caught my attention because my education and training closely parallel your needs.

According to your advertisement, the job includes “providing adult therapy, ability to co-lead therapeutic groups, and willing to work in a community setting.” A recent interrelationship at Adults Without Shelter, introduced me to similar tasks. I was responsible for running therapeutic groups with adults. I assisted the clients with life skills, social skills, finding resources, and addressed any other present issues. Another interrelationship with George Hull, introduced me to parent support, child management, locating resources, counselling, and advocating for the child or family.

Intensive course work in the Social Service Worker Diploma program at Humber College Institute of Technology and Advanced Learning, as well as three field placements; has given me the knowledge and experience that Regional Centre demands in a Social Services Worker. Moreover, I have had the opportunity to work for Community Living Mississauga, as a Family Support Worker. I was also active on campus, by becoming a Mentor for first year students. I’m confident that my academic preparation, my field work experience, and my ability to work well with others qualify me for this position.

I look forward to meeting you to discuss how my experience and skills could benefit your organization. You may contact me at (905) 555-5555 or cyw@email.com at your earliest convenience.

Sincerely,

SSW Graduate

## **Developmental Services Worker Diploma**

1234 Humber College Blvd., Etobicoke, Ontario M1N 9L0  
647-437-3859 | dswdiploma@humbermail.ca

April 27, 2015

Mr. Robin Sabin  
Disabilities Coordinator  
ABC Health Services  
123 Fake Street  
Toronto, ON L3H 6K7

Dear Mr. Sabin,

I wish to offer myself as a candidate for the position of Developmental Services Worker as advertised on workopoliscampus.com recently.

As a recent graduate of the Developmental Services Worker Diploma Program at Humber College Institute of Technology and Advanced Learning, I had extensive training as well as field placement positions that further developed the skills necessary to accomplish the duties of this role.

Over the last two years, I have acquired skills to manage change and have been involved in situations that have required me to make adjustments to meet new demands. I possess excellent interpersonal skills and the ability to relate confidently and professionally to clients, supervisors, colleagues and others. Outside of my professional career and training, I have personal experience with those that have a developmental disability and the work that is required to assist them to achieve their goals.

I look forward to meeting you to discuss how my experience and skills could benefit your organization. You may contact me at (905) 555-5555 or cyw@email.com at your earliest convenience.

Sincerely,

DSW Graduate

# Police Foundations Diploma

1904-1555 Anywhere Lane, Toronto, ON A1B 2C3  
(416) 222-2222 | cops@gmail.com  
Linkedin.com/in/policefoundations

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May 21, 2015

Ms. Alice Smith  
Hiring Manager  
J.J Associates  
Toronto, ON M9E 4R6

Dear Ms. Smith,

I am writing in response to your advertisement on workopoliscampus.com for the position of **Law and Security Officer**. I am currently enrolled in the Police Foundations Diploma program at Humber Institute of Technology and Advanced Learning and I am eager to put my law and security skills to work.

Attached is my resume, which will detail my qualifications for this position. I would, however, like to highlight the following skills:

- 1 year experience in law and security
- Strong negotiation and problem solving skills
- Ability to follow policies and procedures for the benefit of patrons
- Proven ability to prioritize and complete multiple tasks

I am an enthusiastic and motivated individual who possesses a variety of skills in this field. My aim is to use these skills in a professional environment and to contribute to the success of an organization.

A meeting at your earliest convenience in order to discuss my qualifications in greater depth is welcomed. You can contact me at (416) 333-3333 or cops@gmail.com; I look forward to hearing from you in the near future.

Sincerely,

Police Foundations Student