

YOUR NAME

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July 2, 2013

Ms./Mr. Firstname Lastname
Human Resources
Wood Lane Community Center
450 Wood Lane
Oakville, Ontario M9W 4R8

Dear Ms./Mr. Lastname,

I am writing in response to your recent advertisement posted on the Guelph-Humber career portal. The position of Guidance Counselor at Wood Lane Community Center seems to be a perfect match to my career objectives, and my qualifications meet your requirements. I would appreciate the opportunity to discuss my credentials for this position with you during a personal interview.

As a current second year Undergraduate student at the University of Guelph-Humber, I am working towards my Bachelor of Applied Science in Family and Community Social Services and a Social Service Workers' Diploma. During my program, I have gained a theoretical foundation in family dynamics and social policy, as well as practical competency in counseling and case management. As my program requires that I complete field placements, I have just completed my first student placement as a Youth Worker Intern at the Salvation Army. In this position, my responsibilities included working with youth and delivering workshops, as well as implementing community events to increase involvement. This position allowed me to gain experience working with youth directly and I was able to effectively provide support and guidance.

I have also gained experience within the social work field through previous work experience, where I held the position of Career Counselor Assistant at Youth Employment Services (YES). During this role, I assisted and guided youth through career workshops and interviews in order to prepare them for the work force. One of my main duties was to match the clients' interests with a potential employer, which required strong interpersonal skills and attention to detail. I believe that these skills that I have developed in my previous work positions make me an excellent candidate for this position.

I have enclosed my resume for your review, which outlines the details of my qualifications for the position of Guidance Counselor. Please feel free to contact me to discuss the opportunity for an interview. Thank you for your time and I look forward to hearing from you.

Respectfully,

Your Name

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