

AMANDA MARTIN

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August 23, 2014

Lisa Monsma,
Recruitment Committee
Community Living Quinte West
52 Lefferty Road
Trenton, ON K8V 5P7

Dear Ms. Monsma:

I am writing to express my interest in the part time Support Worker position which was advertised in The Intelligencer on Tuesday, August 17, 2014. As a recent graduate of the Developmental Services Worker program at Loyalist College, I have the skills needed to be successful in this role.

My understanding of mental issues and available treatment and/or support options would be most beneficial for this position. I also have excellent knowledge of prescription drugs and general health care products. In the past four years, I have been involved in various positions which required me to assist people with their intellectual and physical achievements. By assisting them in overcoming their attitudinal and physical barriers, my clients have experienced greater inclusion in society. I have been praised on several occasions by both staff and family members for my ability to relate and care for my clients. In addition, I also possess sound communication skills, a clean criminal record check and the ability to work with minimal supervision with a varied work schedule.

My compassion towards people with disabilities and willingness to help empower clients will be invaluable to the Community Living team. I would welcome an interview at your convenience to further discuss my enthusiasm towards this position. I can be reached at 613-555-5555. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Amanda Martin

Amanda Martin

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS COVER LETTER ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL