

JANET WILLIAMS

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Pam Sanderson
Human Resources Coordinator
Bayfield Treatment Centre
PO Box 10
Consecon, Ontario
K0K 1T0

Dear Ms. Sanderson:

As a student in the Community and Justice Services Diploma program at Loyalist College, I am writing to inquire about a placement opening with Bayfield Treatment Centre. I am currently seeking the opportunity to complete a four-week placement with a residential facility in the Quinte area, and learned about your facility during my studies.

As a student, I have participated in a variety of courses that have improved my understanding of behavioural causes, issues and management. I have completed courses related to the Canadian Criminal Justice System, Sociology, Psychology and Contemporary Social Problems. I have also completed the Nonviolent Crisis Intervention Certificate through the Crisis Prevention Institute. In addition, through my work and volunteer experience, I have had the opportunity to further build on my skills relating to this field. I currently volunteer at the Quinte Detention Centre, where I role model and support detainees. I have found this position to be very rewarding, and am looking forward to taking on a similar role at Bayfield.

I would like to speak with you directly in order to further discuss a potential placement with Bayfield Treatment Centre. I will be in touch with you next week by telephone. Thank you in advance for your time and consideration.

Kind Regards,

Janet Williams

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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