

# Jane Smith

54 Dundas Street East, Belleville, Ontario K8N1B8 613-889-1123 [janesmith@loyalistc.on.ca](mailto:janesmith@loyalistc.on.ca)

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July 30, 2014

Pamela Anderson  
Manager, Hastings Manor Long Term Care  
Hastings Manor Long Term Care  
P.O. Box 42  
Belleville, ON K8P 2Z3

Dear Ms. Anderson:

In response to your advertisement on medhunters.com, please find attached my résumé for a position as a Personal Support Worker available with your organization.

As a current student in Loyalist College's Personal Support Worker certificate program, I have acquired excellent knowledge and skills to support and empower people who have physical disabilities and chronic illnesses. My understanding of issues pertaining to Alzheimer's and available support options would be beneficial for this position. During my field placement, I have assisted clients with their activities for daily living within long term care facilities while helping them maintain independence and dignity. I possess excellent judgement and tact and proven interpersonal skills combined with problem-solving/analytical skills when addressing multicultural issues. I am very flexible in regards to my work schedule and would accommodate a variety of day, evening and or weekend shifts.

I feel that I have much to offer Hastings Manor Long Term Care, and that with my placement experience I would be a strong asset to your team. I will follow up with you with respect to an interview next week. I can be reached at 613-889-1123.

Sincerely,

Jane Smith

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