

MARY-JO SMITH

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July 30, 2014

Fred Jones
Director
Hastings Social Services
P.O. Box 42
Belleville, ON K8P 2Z3

Dear Mr. Jones:

In response to your advertisement in the Belleville Intelligencer, please find attached my résumé for the Outreach Coordinator, Hastings Social Services.

As a student in Loyalist College's Social Service Worker diploma program, I have acquired excellent knowledge and skills to work with and support diverse communities. I have a strong understanding of child development topics and available support options. I recently completed a placement with Loyalist College where I was working as an Administrative Aid. This position has enhanced my understanding of your clientele's needs and requirements. Furthermore, my placement experience as a Youth Worker with Hastings Children's Aid Society Group Home enabled me to acquire sound assessment, guidance and referral skills, which will contribute to my success as a client focused Outreach Coordinator for Hastings Social Services.

It would be a pleasure to be part of the Hastings Social Services team. The opportunity to work with a diverse group of individuals whose main goal is to help others succeed would be a privilege.

I look forward to hearing from you with respect to an interview. I can be reached at (613) 771-0000. Thank you for your time and consideration.

Sincerely,

Mary-Jo Smith

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