

SOCIAL SERVICE WORKER SAMPLE COVER LETTER

AASHNA BANERJEE

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(Month Date, Year)

Mr. Frank DeLuca - Director

Ontario Early Years Centre

1102 Broadview Avenue, Toronto, ON M4K 2S5

Dear Mr. DeLuca:

In response to your advertisement on HireCentennial, please find attached my résumé for the position of Outreach Coordinator with the Ontario Early Years Centre. I am extremely enthusiastic about this position and have attached my résumé for your consideration.

As a graduate of Centennial College's Social Service Worker Diploma Program, I acquired excellent knowledge and skills to work with and support diverse communities. I have a solid understanding of child development topics and available support options developed over nearly four years of experience promoting community-based services and resources to families, caregivers and their children.

My role at ABC Community Centre has enabled me to develop a good understanding of your clientele's needs and requirements. Furthermore, my experience as a Youth Worker allowed me to acquire sound assessment, guidance and referral skills, which will contribute to my success as a client focused Outreach Coordinator for your centre. Please note that I also offer excellent computer skills and fluency in English, French and Spanish.

It would be a pleasure to be part of the Ontario Early Years Centre. The opportunity to work with primary caregivers and their young children through services that will assist their physical, emotional and intellectual development and well-being would be a privilege.

I look forward to hearing from you with respect to an interview. Please contact me at the information listed above or on my resume to arrange a convenient time and date. Thank you for your time and consideration of my application and I hope to hear from you soon.

Sincerely,

Aashna Banerjee

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Enclosure