

Rhea Bilitator
777 Steele Drive
Montreal (QC) H3H 2H1
(123) 456-7890
rheab@sympatico.ca

Betty Smith
Coordinator
Windsor Correctional Youth Service
656 Main Street
Windsor, ON
M4H 1V1

Dear Ms. Smith,

Windsor Correctional Youth Service helps troubled teens and their respective parents in the Windsor-area. The opportunity to contribute to your team of professionals, dedicated to helping others, is particularly appealing to me. Due to my academic history and internship history, I am confident I would be an asset to Youth Services. I am graduating in May and would like to be considered for an entry level position.

While completing my Bachelor's degree in Psychology, with a minor in Sociology, at Emory University, I completed two internships with similar youth correctional institutes in Quebec and Nova Scotia. Working in assessment and mediation units, I developed case referrals while also evaluating overall program effectiveness. In order to successfully fulfill my job requirements, excellent research skills and interpersonal skills were employed.

Furthermore, as a volunteer worker at the Montreal Children's Hospital, I was confronted with numerous trauma cases involving teenagers under the influence of drugs and alcohol. Working at the Hospital provided me with an experience to communicate with other professionals, patients, and patients' families. Also, I successfully handled working in a fast paced and highly stressful environment.

The Counseling Unit at Windsor Correctional Youth Services has a well-deserved reputation for excellent client care and high success rates. For this reason, I hope you might have a current or soon forthcoming vacancy for a new graduate with my interests, skills, and experience. I look forward to hearing from you in the near future. Please feel free to contact me at (123) 456-7890 or rheab@sympatico.ca.

Thank you very much for your time and consideration

Sincerely

Rhea Bilitator