

Name

Address 1

Address 2

Company Name

Address 1

Address 2

Date

Attention: Contact Person, Title

Dear Mr/Ms.,

Subject: Job Number, Position

Please accept my application for the *Posting Name* role. I have 15 years of experience as a youth services officer and a correction officer, a thorough understanding of youth behavior as well as the youth justice system and a passion for bringing people and opportunities together. I believe that my qualifications are very well aligned with the requirements for this opportunity.

My communication skills have been a key reason for my success when working with youth, parents, adults and community support resources. One of the most important skills that I have learned when meeting and interacting with youth and adults is the ability to listen. I believe that effective listening is the first step toward building trust and earning respect, and it also makes the person I am communicating with more open to receiving the messages that I am presenting to them.

Clear, objective communication is also important when documenting progress and outcomes, acting as a liaison with parents and community support resources and writing reports that will be interpreted by multiple audiences. I am a proficient user of Microsoft Word, Excel, PowerPoint and Outlook.

I have previous experience supporting male youth as a youth services officer. For four years, I worked for Company Name, a secure custody male young offender facility in City. I provided daily supervision, one on one counselling and access/transportation to community resources. I focused on creating and following each individual's plan of care, exercising sound judgment and promoting a safe, healthy and inclusive environment for all by setting a positive example. Showing a young man that you believe he can successfully reintegrate back into the community, and providing him with access to community resources can help to make this possible.

In my career, my greatest satisfaction has come from witnessing young men and women believe in themselves again, and watching them work toward realizing their potential. Please contact me at phone number to further discuss this opportunity. Thank you in advance for your consideration.

Sincerely,

Name