

MARJORIE LOW – SOCIAL SERVICES PROFESSIONAL

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Date

Contact

Position

Company / Organization

Address

City, PR, PC

Dear Mr./Ms. Last Name:

It was a pleasant surprise to read about the opening for the position of (Position Title) with (Company Name) in (Name of article or paper). It is with a keen interest in learning more about (Company Name) that the enclosed résumé is submitted, outlining the specifics of why this position and your organization are a match with the qualifications I have to offer.

You will find that the experience and value of my work is rooted in my passion for bringing people together with a common objective of serving the organization as well as the people and the communities that they live in. My niche is in extrapolating information using the same attentive heart for which I am known in my work as a counsellor, bringing various points of view together. The ability to assimilate information delivers results in the scripts that I draft with a clear and concise communication style.

- Persisted in exceeding objectives despite working with people with very busy schedules and unpredictable work situations. All the while nurturing relationships, to coordinate a Project Steering Committee and Advisory Group consisting of 35 professionals from Canada, Mexico, and Australia.
- Conducted the background research that led to the ultimate funding and successful publication of documentation on critical programs to support youth affected by crime and their families.
- Developed a Community Residential Facilities (CRF) manual that initiated discussion about best practices in CRF's. This brought focus to the role on the CRF in community integration, promoted discussion, and brought these institutions out of isolation.

My specialty is in correctional reintegration methods, however I am also well versed in the needs of various demographics. I work from an eclectic perspective with an experiential approach as a counsellor. I use a variety of research methods that place an emphasis on transparency. While I also rely on my finely tuned intuition in following leads to obtain relevant information in knowledge transfer. Using my research, I draft succinct clear copy for proposals that have rendered award-winning documents.

(Company Name) seems to be progressive in your approach, an indication of your organizations' willingness to think outside the box. This is a perfect match with my dedication to bringing creative solutions to assisting organizations. It would be my pleasure to meet with you to discuss the position of (Position Title). I appreciate your time and consideration.

Sincerely,

MARJORIE LOW

Empathy

Creativity and Innovation

Rationale