

**SAMPLE SOLICITED LETTER OF APPLICATION
(JOB POSTING BELOW)**

JANE E. SMITH

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February 1st, 2015

Ms. June Brown
Acquired Brain Injury Behaviour Services
North Park Healthcare Centre
108 First Avenue,
Toronto, ON M6M 2J5

RE: Posting Number 2015-TR-5170

Dear Ms. Brown

I am writing in response to your job posting which appeared on your web site on January 31st, 2015. The position of **Rehabilitation Therapist** and the core values of North Park are of considerable interest to me and I believe I have the qualifications and experience required for this position.

In June 2015 I will be graduating from the Behavioural Science Technology program at St. Lawrence College where I acquired a sound knowledge of behavioural techniques and demonstrated the ability to implement behavioural assessment and treatment programs. As well, I completed Crisis Intervention Training which included conflict resolution and problem-solving activities. While on placement at Sir Winston Churchill School, I gained experience working with clients with challenging behaviours and provided and participated in a variety of educational activities. This included teaching a Grade 3 student with ABI to work through a complicated task and assisting other teachers as needed.

In addition to my education and placement experience, I have experience working as part of a team with McDonald's. As a Front Line Supervisor, I demonstrated good interpersonal and communication skills and a strong customer service philosophy. I also participated in team activities and was a member of the Safety Committee. In all my previous positions, I have an excellent record of performance and attendance record.

I believe my training in Behavioural Science Technology and ABI, my experience working with clients with challenging behaviours, my strong customer service skills and my availability for shift work would be an asset in this position. I welcome the opportunity to meet with you to discuss my qualifications in more detail. I can be contacted at 613-111-2222.

Sincerely

Jane Smith
Encl.



THE ACTUAL JOB POSTING

Rehabilitation Therapist

QUALIFICATIONS:

- **University degree/College diploma in health, social or behavioural sciences**
- **B.S.T. diploma** and ABI certificate preferred
- Experience with clients with **challenging behaviours**
- Ability to implement **behavioural assessment and treatment programs**
- Knowledge of **behavioural techniques** and **crisis intervention and prevention**
- **Conflict resolution and problem-solving ability**
- Demonstrated **teaching skills**
- Demonstrated ability to work well **within a team**
- Good **interpersonal and communication skills (both written and verbal)**
- Ability to demonstrate a customer service philosophy
- Availability to work a flexible work schedule (shift work required)
- Experience working with **ABI clients** preferred
- Evidence **of good performance history and attendance record**
- Ability to work in a manner that exemplifies the core values of North Park: Excellence, Respect, Trust, Collaboration and Accountability
- Should be aware of conditions and measures that may affect the safety of patients, residents, students, employees, volunteers, physicians and visitors

NOTES:

