

Sample 3

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Sep 22, 2020

Sara Jones
HR Advisor
ABC University
600 King St,
Toronto, ON

RE: Application for the position of Career Advisor

Dear Sara Jones,

I am excited to be applying for the position of Career Advisor with ABC University. I have over 6 years of experience in accurately identifying clients' employment needs and providing end-to-end career counselling to clients through one-to-one and large-group workshop sessions. With my background in successfully serving clientele of diverse backgrounds and needs, I am certain I will be a fitting addition to your Career and Co-op Centre Team.

In my present role as Resource Specialist with XYZ Services, I ensure that I am able to create engaging professional development workshops and supporting content for resources. I've been able to widen our annual client base by 160% by initiating several outreach events – in person and online, and by collaborating with industry experts to share insights and support professionals in finding employment.

Throughout my work, I have given high priority to maintaining client confidentiality and working with utmost integrity. I am self-motivated and eager to join your team and become a proud contributor to transforming the lives of students at ABC by supporting them to achieve their career goals.

Please find further details of my qualifications, experience and skills in the attached resume and my completed initial screening assignment. I will be happy to provide you with further details in an interview. I am available at your time and convenience. Thank you for your consideration.

Sincerely,
Sample 3
647-832-4272
sample3@gmail.com