**BENJAMIN BENDER**

City, Province

Tel: 999.555.9999● Email: benjaminbender@gmail.com

June 7, 2024

Community Partner Name   
Community Partner Address

City, Province

Dear Hiring Committee,

Please accept my application for a practicum position with (name of community partner). My understanding of (issue) and my passion for (the population or cause –relate to mission statement) make me an ideal candidate for a student practicum position at \_\_\_\_ (name of company/agency). I am (talk about your passions, interests, characteristics and qualities). (What do you bring that is unique to you?)

I am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_ Program at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College/ University. I am looking to secure a practicum/ part-time job position to \_\_\_\_\_\_\_\_\_.

Paragraph 3 – talk about your experience –volunteer work; past education; related employment experience. Also talk about your qualities (strong work ethic; work well independently and collaboratively). Mention your framework if you see this listed on the company’s website/posting (i.e., I believe in….

Lastly talk about your passion for the cause – why is it important to you.)

I look forward to an opportunity to meet with you to discuss the … position with your company/agency and I can be reached at 999.555.9999 or benjaminbender@gmail.com I would be honoured to work with an company/agency that (relate it to what they do/see their mission statement).

Sincerely,

Benjamin Bender

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**PROFILE**

Beginning a career as a \_\_\_\_\_\_\_\_\_\_\_ Student in the province of Ontario. Graduating from \_\_\_\_\_\_\_\_\_\_\_\_ Program. Dedicated to improving the well-being of the local community through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| * Individual Counseling | * Group Counseling | * Client Assessment |
| * Crisis Intervention | * Anti-O Practise | * Crisis Intervention |
| * Case Management | * Life Skills | * Community Awareness |

**EDUCATION & CERTIFICATION**

**\_\_\_\_\_\_\_\_\_\_ College**, Brampton, ON  
Faculty of Applied Health and Community Studies: School of Community Studies  
Social Service Worker, 20XX  
GPA: 3.7  
  
**Canadian Red Cross Society**  
*First aid, CPR, and AED training*  
Provisional status granted in 20XX, full license granted in July 20XX  
Date Received/ Experation

**RELEVANT EXPERIENCE**

**Marston Rehabilitation Center** Toronto, ON 20XX – Present

*Alcohol and Drug Counselor*

30-bed inpatient rehabilitation center specializing in drug and alcohol addiction treatment. While pursuing full license, was supervised by head counselors during interactions with patients.

* Interviewed patients to determine type, scale, and potential causes of addiction issues. Worked with superiors to create customized treatment plans based on patient need.
* Connected with patients' families and physicians to provide updates and obtain guidance on treatment.
* Prepared topics for daily group sessions. Common topics included coping skills, relapse prevention, and adjustment after discharge.
* Evaluate patients' progress after each individual or group session. Provide timely reports to counseling staff for further review.

**OTHER EXPERIENCE**

**Joey’s House** Toronto, ON 20XX - 20XX

*Volunteer*

Nonprofit organization providing housing and employment services to recovering substance abusers, following successful completion of rehabilitation program.

* Volunteered 15 hours per week. Primarily assisted with administrative tasks, such as inventory, data entry, and updating organization website.
* Assisted with community events to promote awareness of Joey's House and of substance abuse in general.

**REFERENCES AVAILABLE UPON REQUEST**

**BENJAMIN BENDER**

City, Province

Tel: 999.555.9999● Email: benjaminpender@gmail.com

**PROFESSIONAL REFERENCES**

1. **Jane Smith**

Title: Human Resources Manager

Professional relationship: Employee

Telephone number: 647-111-1111

Email address: [jane.smith2018@company.ca](mailto:jane.smith2018@company.ca)

1. **Rapinder Khan**

Title: Supervisor

Professional relationship: Employee

Telephone number: 416-222-2222

Email address: [Rapinder@company.ca](mailto:Rapinder@company.ca)

1. **Kwame Owusu**

Title: Site Coordinator

Professional relationship: Volunteers

Telephone number: 416-555-5555

Email address: [markmark@company.ca](mailto:markmark@company.ca)