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May 14, 2013  
Mr. John P. Murphy, Director of Human Resources  
Center for Mental Health  
45 Lakeview Lane

Dear Mr. Murphy,

I am writing to you to submit my application for the position of Assistant Therapist at the Center for Mental health which I learned about on the Guelph-Humber career portal. I am an undergraduate student at the University of Guelph-Humber studying Psychology and specializing in Human Services and I have always enjoyed working with and helping people.

Throughout my Psychology program, I have had the opportunity to examine foundational and current theories and gain knowledge of human thoughts, feelings and behaviors. The courses that I am currently working on completing are; Persuasion and Facilitation, Drugs and Behavior, Abnormal Psychology and Neuroscience. In these courses I have been exercising my researching, analytical and critical thinking skills by writing several research papers in addition to the numerous academic papers I have written. I believe that my Undergraduate education has equipped me with both the hands on experiences and knowledge to make me a great asset to your institution.

My previous employment at St. Michael's Hospital as a Research Assistant allowed me to gain valuable experience collecting and storing study data and assisting with new research initiatives. I was responsible for obtaining consent forms and administering cognitive tests, as well as administrative duties such as filing, mailing and faxing. These tasks further developed my organizational and time-management skills in the workplace as I was required to meet deadlines while working efficiently. This experience in combination with my current Undergraduate education has given me the confidence to pursue my career aspirations within the therapy field.

I have enclosed my resume for your consideration. I would appreciate the opportunity to meet with you in person to discuss how I may further the goals of your institution. Please feel free to contact me at your convenience.

Respectfully,

*Edward Hastings* [Digital Signature]

Edward Hastings

**Adapted from Sources:**

Enelow, Wendy S., and Louise Kursmark. "Winning Cover Letters for Young Professionals/ New Graduates." *Cover Letter Magic: Trade Secrets of Professional Resume Writers*. 3rd ed. Indianapolis, IN: JIST Works, 2004. 200-01. Print.

Yate, Martin. ""Cold" Cover Letters to a Potential Employer." *Knock 'em Dead Cover Letters: Great Letter Techniques and Samples for Every Step of Your Job Search*. 8th ed. Avon, MA: Adams Media, 2008. 118. Print.