

MOST EFFECTIVE COVER LETTER

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Frank Bideri
Manager, Corrections
Ministry of Community Safety and Correctional Services
Correctional Services, Human Resources
25 Grosvenor St., 18th Floor
Toronto, ON M7A 1Y6

Re: Probation and Parole Officer

Dear Mr. Bideri,

A recent conversation with Edward Baker, *Recruiter for Correctional Services* at the Career Expo at the University of Toronto Mississauga reinforced my desire to make a difference in our community and confirmed that I have the qualifications you seek for the position of Probation and Parole Officer. My volunteer experience as a Probation Officer and as an Intake Officer, coupled with fluency in English and French give me the combination of skills needed for this position.

The commitment I have to a career in Correctional Services is reflected in my three years of experience as Volunteer Probation Officer and Volunteer Intake Officer with the Brampton Probation and Parole Office. I supervise two-three young offender clients weekly which includes assessing their level of required support, determining whether they meet the requirements of their sentences and assigning them to their probation officers. As Volunteer Intake Officer, I collected and reviewed the client's legal documentation and explained legal rights and obligations under the conditions of their sentence. With an in-depth understanding of community resources, I am often able to effectively make referrals for my clients related to work search and other social issues. My manager has commented that my client results are among the most successful in our office.

My familiarity with social work practices and the Canadian legal system stems from a unique combination of double majors: Sociology and Criminology and Socio-Legal Studies. Through related courses, such as Deviance and Control as well as Crime and Delinquency, I have gained insights into the nature of public safety and security in our society and how the Ministry deals with adult and young offenders. My final year project explored and evaluated issues surrounding present sex offenders and was awarded an A.

In addition to the above direct work experience, I believe I have additional experience that strengthens my suitability for the position. My French language skills were utilized as Student Research Analyst for the Québec Provincial Police (Sûreté du Québec), where I collected and analyzed data on many psychological parameters affecting criminal behaviour and reported my findings to the research team in the Behavioural Sciences Unit.

I am confident that my relevant correctional service experience combined with my academic background and French-English fluency will allow me to effectively assume the role of Probation and Parole Officer. I look forward to speaking with you at an interview.

Sincerely,

David Gagnon

David includes all the necessary information. His contact information is centered visibly on top. The organization information is complete and he has included the hiring manager's name, which he was able to obtain from networking with the recruiter.

In his opening paragraph, David demonstrates his pro-activeness by describing his encounter with the recruiter at Career Expo. He also shows his enthusiasm for the position and immediately highlights his relevant experience.

In each succeeding paragraph, David prioritizes the importance of his relevant assets (e.g. Social Science Education, volunteer probation experience, Quebec Provincial Police experience along with language skills). He also includes results to emphasize his competency.

David demonstrates a strong match between his relevant experience and the requirements of the job posting in this cover letter. David addresses each of his related assets (social science education, probation experience, other experience and language skills). He shows enthusiasm for and interest in the opportunity.