

5 Hunter's Glen
Edinburgh
EH12 5ZZ

31st August 2012

Mrs. M. Cairns
Project Manager
Youth in Trust
56 High Road
Bristol
BS1 6EQ

Dear Mrs. Cairns,

Development Officer, Job Reference No. 5469

I am enclosing my CV in response to your advertisement for the above post which appeared in the Daily Clarion on 15th August 2012.

As you will see I have recently graduated from the Open University with an Honours degree in Psychology. I have been studying part-time for the last six years, as well as working full-time as a Care Assistant and running a home. I feel that this demonstrates my ability to maintain dedication, motivation and enthusiasm for a project over a long period of time. In addition, balancing full-time work with study has honed my time-management and organisational skills. I consider that the study of Psychology is particularly appropriate for the above post, particularly the course on Child Development which explored the personal, social and emotional development of children. In addition, my work on the course Working with Young People taught me a good deal about dealing with difficult behaviour in young people aged between twelve and twenty-five, the age group of Youth in Trust participants.

My current job as a Care Assistant, working in a residential home with young people with additional needs, has given me an insight into the value of work with teenagers, and has underlined my determination to work with this age group. In addition, my voluntary work with the Everett Project, when I organised some sporting competitions during the residential week at a holiday camp for young offenders, has reassured me that I am able to make a significant contribution in this particular area.

From reading your Annual Report I am assured that your work with youngsters who have been identified as being at risk of offending is highly regarded in the community. I would find the post of Development Officer for Youth in Trust very worthwhile and challenging, and I do hope that you will look favourably at my application. I look forward to hearing from you.

Yours sincerely,

Mrs Elizabeth Page