



Framingham
STATE COLLEGE

Career Services and
Employer Relations

INFO TO GO

**COVER
LETTERS**

College Center Room 412

508-626-4625

www.framingham.edu/careerservices

Traditional Cover Letter Example

100 State Street
Framingham, MA 01701
November 19, 200X

Mr. John Smith
Director of Human Resources
Department of Youth Services
Sharp Building, P.O. Box 1380
Westborough, MA 01581

Notes:

- Your address and the date.
- The employer's address.
- Use these if the cover letter is being mailed or faxed.
- If sending your Resume via email, omit the formality and then your email message becomes your cover letter; simply attach your Resume.

Dear Mr. Smith:

In response to your posting for a Youth Services Group Worker I (ID #J15567) on the Department of Youth Services website, I have enclosed my resume for your review and consideration. The position described is the type of challenging opportunity I am seeking. After reviewing your job summary, I am confident that my human services experience, in combination with my Bachelor of Arts in Psychology from Framingham State College, is an excellent match with your position.

Most recently, I have been working in the Human Services field as an Intern with Worcester Superior Probation. My specific responsibilities include working with a wide range of probationers, maintaining confidential files, assisting probation officers in the court room, and keeping accurate chronologies. In addition, I have experience working with the general public through a series of customer service and retail positions. Being successful in my responsibilities requires a passion for working with diverse clientele, communication skills, and ability to take direction and be an effective team member; all of which are necessary skills for your Youth Services Group Worker I.

I look forward to discussing my experiences and your position in further detail and I can be reached at rgogetter@yahoo.com or 508-626-4625. Thank you for your consideration.

Sincerely,

Rachel Gogetter

Assertive/Aggressive Cover Letter Example

100 State Street
Framingham, MA 01701
November 19, 200X

Mr. John Smith
Director of Human Resources
Department of Youth Services
Sharp Building, P.O. Box 1380
Westborough, MA 01581

Dear Mr. Smith:

In response to your posting for a Youth Services Group Worker I (ID #J15567) on the Department of Youth Services website, I have enclosed my resume for your review and consideration. The position described is the type of challenging opportunity I am seeking. After reviewing your job summary, I am confident that my human services experience, in combination with my Bachelor of Arts in Psychology from Framingham State College, is an excellent match with your position.

You Require

Care, supervision and custody of youth in a secure unit; a counselor and advocate for youth on the unit

Skills in evaluation and reporting of behavior

Ability to work under supervision and direction

Excellent communication skills

My Experience

Currently responsible for working with a wide age range of probationers, assisting with supervision and keeping accurate chronologies

In working with probationers, I am responsible for interviewing and maintaining appropriate files and strict confidentiality

In addition to working directly with court probation officers, I have also held a variety of positions in retail working very closely and collaboratively with management

My experience working with the general public, maintaining a high level of enthusiasm and professionalism will allow me to communicate effectively with the youth on my unit

I look forward to discussing my experiences and your position in further detail and I can be reached at rgogetter@yahoo.com or 508-626-4625. Thank you for your time and consideration.

Sincerely,

Rachel Gogetter

Job Ad: Youth Services Group Worker I

Agency Name:	Department of Youth Services	Shift:	Multiple
Official Title:	Youth Services Group Worker I	Confidential:	No
Functional Title:	Youth Services Group Worker I	Number of Vacancies:	1
Occupational Group:	Police, Guard, Correctional	City/Town:	Westborough
Position Type:	Civil Service	Region:	Central
Full or Part Time:	Full-time	Application Deadline:	6/30/0X
Annual Salary Range:	\$28,677.74 - \$37,196.38	Apply Online:	No
Bargaining Unit:	02	Posting ID:	J15567
Facility Location:	Central Region; Westborough; Worcester; Sharp Transition; and Hadley Assessment		

Duties:

The incumbent of this position is responsible for the care, supervision and custody of youth in a secure unit; is responsible for observing, evaluation and reporting a youth's behavior, attitude and special problems; functions as a counselor and advocate for the youth on the unit; performs related work as required.

Qualifications:

Minimum Entrance Requirements: None

Special Requirements: Based on assignment, position of a current and valid Massachusetts Class D Motor Vehicle Operators License may be required.

Preferred Qualifications:

- Ability to work under the supervision and direction of a senior staff member
- Ability to work in direct contact with juveniles in residential youth facility
- Ability to work varied shifts, weekend, holidays or nights
- Ability to communicate effectively
- Prior working experience with youths in social, residential or secure facility preferred

Comments:

- This is a Civil Service position; Minimum Age Requirement: 21 years
- Open continuous posting throughout "FY09"
- Various Shifts/Working Hours: 1st Shift: 7 a.m. – 3 p.m.; 2nd Shift: 3 p.m. – 11 p.m.; 3rd Shift: 11 p.m. – 7 a.m.
- Days off: To be determined
- Transportation Requirement: Must have reliable transportation

Pre-Employment Requirements: Candidates must pass a pre-employment screening which includes: 1) Drug Screening; 2) Psychological Screening; 3) Medical Examination; and 4) Physical Abilities Test (PAT) for direct care positions. If you would like more information, please logon to the DYS website www.mass.gov/dys to access detailed information on the Pre-Employment process.

How to Apply:

Please send or fax (508-792-7228) a resume and cover letter to:

Department of Youth Services
 Attn: John Smith
 Sharp Bldg, P.O. box 1380
 Westborough, MA 01581

Please reference the positing ID #J15567 on all correspondence

Hybrid Cover Letter Example

100 State Street
Framingham, MA 01701
November 19, 200X

Mr. John Smith
Director of Human Resources
Department of Youth Services
Sharp Building, P.O. Box 1380
Westborough, MA 01581

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- My experience working with the general public, maintaining a high level of enthusiasm and professionalism will allow me to communicate effectively with the youth on my unit
- Currently responsible for working with a wide age range of probationers, assisting with supervision and keeping accurate chronologies
- In addition to working directly with court probation officers, I have also held a variety of positions in retail working very closely and collaboratively with management

I look forward to discussing my experiences and your position in further detail and I can be reached at rgogetter@yahoo.com or 508-626-4625. Thank you for your consideration.

Sincerely,

Rachel Gogetter

Rachel Gogetter

100 State Street • Framingham, MA 01701

508-626-4625 • rgogetter@student.framingham.edu

SUMMARY

- Takes initiative, effective problem solver and skilled and learning concepts quickly
 - Works well under pressure
 - Communicates clearly and effectively
 - Demonstrates superior leadership skills and works well individually and in teams
 - Proficient at multi-tasking
 - Microsoft Word, Excel, PowerPoint, Outlook and SPSS
-

EDUCATION

Framingham State College, Framingham, MA

Bachelor of Arts, Psychology, 3.25/4.0, May 2009

Concentration in Human Services

Minor in Sociology

- Dean's List (6 semesters)
 - President's List (Honor for being on Dean's List 3 consecutive semesters)
 - Completed a 3 semester empirical research sequence leading to senior thesis
Gender Roles and the Effect of the Media
-

EXPERIENCE

Worcester Superior Probation, Worcester, MA

Probation Internship

September 2008 - May 2009

- Interviewed 5-8 probationers on weekly basis and assessed their risk to society
- Supervised caseload of 10-12
- Wrote detailed chronologies and maintained accurate files on probationers
- Assisted Probation Officers in court room
- Completed a Pre-Sentence Investigation
- Conducted drug testing on probationers

The Ninety-Nine Restaurant, Franklin, MA

Server/Bartender

March 2007 - Present

- Work directly with general public and engage in appropriate conversation with customers
- Handle nightly closing duties
- Responsible for maintaining a cash drawer and making bank deposits
- Train 1-2 new employees on monthly basis

Bath & Body Works, Natick, MA

Sales Representative

April 2006 - March 2007

- Created merchandise displays and maintained general store appearance
 - Developed knowledge of store merchandise and assisted customers with product selection
 - Exceeded the required sales quota by 7-10% each month
 - Received merchandise shipments and restocked store on weekly basis
-

MEMBERSHIPS AND AFFILIATIONS

- Alpha Lambda Delta Honor Society, Member since fall 2007
- Psi Chi, National Leadership Psychology Honor Society, Member since spring 2006