Cover letter for changing career

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Sue Greenwood

Director

SG Psychology Services Ltd

Redwood Court

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15th April 2019

Dear Ms Greenwood

Re: Psychology assistant

I would like to apply for the post of psychology assistant advertised on your website. I enclose my CV.

As you can see, I worked as a youth worker for five years. During this period I became aware of the extent of mental health issues among children and young adults. Although I supported young people to the best of my abilities, I realised that many need further help and professional psychological skills. Therefore, I have recently completed a Graduate Diploma in Psychology, in order to equip me with the knowledge and build on the skills required to work successfully in child psychology.

Throughout my career I have worked with a range of young people. Particularly relevant is my work with

* ASD young people
* young offenders and those at risk of offending
* young males, with whom I completed a self-harm project.

While studying I used and developed time management skills by working part-time and collaborating with other Diploma students to run outdoor activity days for ASD teenagers.

I have always taken initiative in my own professional and personal development. In addition to developing my career through the Graduate Diploma in Psychology, I have:

* completed a 'Train the Trainer' course, which I have used when training fellow professionals - this has also proved useful in group work with young people
* undertaken training in assessments, which I used when contributing to assessments of young people at risk of offending.

I welcome the opportunity to work with SG Psychology Services for the variety of work it undertakes. This post will give me valuable experience of psychology services, particularly working with young people in an education setting. I also hope to contribute to your services with my experience of working closely with young people over extended periods of time.

I look forward to hearing from you.

Yours sincerely

(Sign your name here)

James Smithers