

1st February 2019

John Able
Team Leader
Hallways Community Health Centre
123 Hall Road
Hawthorn East 3123

Dear Mr Able, (or other formal manner with suitable pronoun)

Thankyou for the opportunity to apply for a counselling placement at Hallways Community Health Centre.

I am currently enrolled in the Masters of Counselling and Psychotherapy at The Cairnmillar Institute. As part of my training, I have developed a strong foundation in a range of therapeutic approaches, practice and ethical matters. I have returned to tertiary education as a mature aged student following a career in office administration. After raising my own children, I have developed a strong desire to study and then work in the counselling field.

In addition to my formal studies, I have a strong passion and interest in supporting vulnerable members of the community. For the past 12 months, I have been working as a telephone counsellor volunteer at Lifeline and through this role, I have developed solid skills in providing telephone counselling to vulnerable members of the community. Additionally, I am also involved in my local church, where I enjoy supporting members of the church community through a pastoral care role.

I have an interest in the wellbeing of individuals across the lifespan. I have completed some professional development in working with children, understanding family violence and supporting individuals with gambling addiction.

I believe that I bring a broad range of skills, life experiences and enthusiasm that would allow me to make a valuable contribution to your team. Through my previous work roles, I have developed excellent interpersonal skills, organisational skills and good skills in working as part of a team. My role in raising my children has also allowed me to prioritise competing demands and respond to the needs of others. I am particularly excited about a career within the counselling industry, with a strong eagerness to continue to learn and build my skills.

Having looked carefully at the services and programs offered by Hallways Community Health, I believe my general counselling skills and my particular interests would be a good fit with your organisation. I would welcome an opportunity to discuss my application with you.

Please find attached my Curriculum Vitae. Statement of results and referees are available on request.

Yours sincerely,

Amanda Arnott

