

YOUR NAME

City, Province | (416) 332-2012 | yourname@guelphhumber.ca or [personal email address](#) | [LinkedIn account link](#)

Name of site

Full Address

City and Province

Name of HR manager (or person you are meeting with)

Full Date

Dear Hiring Manager,

I am a 3rd year Justice Studies student, looking for a placement with (name of the site/business) as of (month/year). I am particularly interested in (business/organization) because of its interdisciplinary approach to solving environmental problems and its leading role in international environmental issues.

My degree in Justice Studies at University of Guelph-Humber Student has provided me the experience participating in moot court, debates, legal research and understanding current social, legal and policy issues in Canada. My hands-on education has provided me with knowledge in Provincial and Federal Legislation, Ethics, Crime and Criminal Justice, Canadian Social Problems, Conflict Resolution, Youth and the Law and Law and Society.

With my education, work experience and placements, I have gained the following skills, which make me a strong candidate to join your team:

- Award winning member of teams at Alpha Phi Sigma and CSI competing against schools in the US. allowing me to showcase strong analytical skills while under pressure
- Assisted with researching and writing legal documents on a variety of matters, including drafting bylaws and articles of incorporation for a number of small companies and non-profit organizations
- Gained over 2 years of customer service and conflict resolution experience

I look forward to meeting with you and further discussing my qualifications. You can reach me at 555-222-5897. Thank you for your time and consideration.

Sincerely,

Your Sincerely,

Your Name

Need more help? Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email: career@guelphhumber.ca

Job and Placement Portal: ghworks.guelphhumber.ca