

Jim Halpert

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March 13th, 2024

Michael Scott
Company Manager
Oxfam
39 McArthur Ave, Ottawa, ON K1L 8L7

Re: Social Equity Program Officer

Hello,

I am writing regarding your posting for the Social Equity Program Officer. I am currently looking for a Fall 2024 practicum for my Bachelor of Social Work and this position would be a really great opportunity for me.

I have been volunteering as a Youth Mentor for Big Brother's Big Sister's Ottawa where I serve as a positive role model for youth by providing guidance, support, and encouragement in academic, social, and personal development. I have been doing this for around two years and it has given me experience in advocating for young people in my community. Also, during some of my classes at Carleton University, I had the opportunity to use my problem-solving skills, which I think is essential for this position. I worked on many group projects that required critical thinking and talking to others which allows me to work in teams to solve problems. As an example, in one of my classes I worked in a team on a community needs assessment assignment where we researched and assessed the needs and challenges faced by elderly communities in Ottawa. Lastly, I am great at communicating with others and using interpersonal skills which comes naturally to me, and I use them in my current job as a retail sales associate and in my volunteer position constantly. Because of these experiences and skills, I believe I am a good candidate for this position.

I am interested in this opportunity because I enjoy my classes in school and my volunteer work, so I would like to apply what I have learned in this practical opportunity. I am excited about the possibility of joining your team and contributing to some of the work being done. I have attached my resume for you to look at.

Thank you for your consideration, I look forward to discussing this opportunity in an interview with you soon.

Best wishes,

Jim

Pam Beesley

Ottawa, Ontario. K1S 5B6

613-222-2222, pam.beesley@cmail.carleton.ca

March 13th, 2024

Michael Scott
Company Manager
Oxfam
39 McArthur Ave, Ottawa, ON K1L 8L7

Re: Social Equity Program Officer

Dear Michael Scott,

I am writing to express my interest in the Social Equity Program Officer practicum opportunity with Oxfam's team that I was made aware of through my practicum coordinator. I am a third-year student from the Bachelor of Social Work program at Carleton University and believe that my education, communication skills, and passion for women's rights make me an excellent candidate for this position.

Over the last two years, I have been volunteering as a Community Outreach student at Company X. Through this opportunity, I collaborate with various community organizations to develop and implement outreach programs in a local homeless shelter. Your ideal candidate will need to have collaboration and communication skills to effectively liaise with program staff across Oxfam to ensure the delivery of quality program activities. I have demonstrated these abilities through this position by conducting needs assessments and facilitating community engagement initiatives, which allows me to gain valuable experience in working with diverse clients and stakeholders and lead in important decision-making. Throughout my time at Carleton University, I have studied various aspects of advocacy programming and mobilization techniques, which can be valuable in promoting women's rights and gender equality initiatives within Oxfam Canada's programs. The ability to mobilize and organize people around social justice issues is a key aspect of the Program Officer role. Lastly, I am currently an active member of Carleton's Women in Leadership Club where I have the privilege of participating in monthly events and activities that focus on empowering individuals and promoting gender equality. Through my involvement in the club, I have honed my skills in advocacy programming and gained valuable experience in championing women's rights. These experiences have not only deepened my understanding of the issues at hand but have also equipped me with the tools necessary to drive meaningful change and effectively contribute to your organization's mission.

Overall, I would be happy to become part of your team at Oxfam. This position really stood out to me because of my passion for human rights and community development and your company's mission of *fighting inequality to end poverty and injustice* while incorporating the values of inclusiveness, empowerment, and accountability. I am confident that my knowledge and qualifications in this area would contribute positively to your team.

Thank you for your consideration. I look forward to hearing back from you.

Sincerely,

Pam Beesley