

Salma Ismail
197 Sample Street
Vancouver, BC

April 16, 2023

Rosie Forth, Acting Director of Youth Services and Communications
Frog Hollow Neighbourhood House
2131 Renfrew Street
Vancouver, BC

Subject: Youth Social Worker-Youth Small Grants Program at Frog Hollow Neighbourhood House

Dear Rosie Forth,

I am excited to apply for the Youth Social Worker-Youth Small Grants Program position. My experience working with youth, skills in program facilitation and providing socio-emotional support and passion for working with youth make me an ideal candidate for this position.

With over three years of experience working directly with youth from diverse backgrounds, I have facilitated youth mentorship, volunteer roles and programs for over 100 newcomer youth clients yearly. As a Youth Settlement Counsellor, I am experienced in conducting intake interviews, applying for grants, and maintaining records of client profiles. The skills I developed would allow me to support program youth through individual check-ins effectively, connect them with community resources, and support the preparation and facilitation of the Youth Small Grants Program.

As a Newcomer Youth Programmer, I facilitated a successful food program promoting healthy eating and fostering independence and a sense of belonging. The program involved weekly program purchases, monitoring and reporting expenditures and balancing the yearly budget. These experiences have honed my planning, budgeting, and organizational skills, which are applicable to the Youth Social Worker role.

My references would describe me as a skilled and dedicated professional committed to positively impacting youth and emphasizing my ability to keep detailed records of program activities and outcomes.

My post-secondary education in Sociology, my passion for youth engagement and community development, and broad knowledge of community resources available for youth will be an asset to the team. Therefore, the Youth Social Worker role is an excellent fit for me.

Thank you for taking the time and giving me the opportunity to showcase my skills and experiences. Please contact me at ismailsalma27@gmail.com if you require additional information or schedule an interview.

Kind Regards,
Salma Ismail.