Application Package

ENGL 301

Lesson 4:1

By:

Tameen Imran, ENGL 301 Student

December 13, 2019

**Job Advertisement**







**MLA Citation:**

“11810 - Settlement Practitioner”. *Indeed.* 13, Dec. 2019, <https://ca.indeed.com/jobs?q=settlement+practitioner&l=Vancouver,+BC&lang=en>

Tameen Imran

Surrey, BC V3T 1A8 | (604)-839-7542 | tameen.imran@gmail.com

December 13, 2019

Hiring Manager

S.U.C.C.E.S.S

#200-5172 Kingsway

Burnaby, BC V5H 2E8

Subject: Job Application for “Settlement Practitioner” Position

Dear Sir or Madam:

Does your organization need an enthusiastic, reliable, and service-oriented Settlement Practitioner who is ready to contribute to helping newcomers and seniors find settlement services? If so, please consider my application. As a current political science student at the University of British Columbia with one internship and four terms of co-op experience, I am confident that my skills and experience will make me an excellent fit for this position. I will be graduating in May 2020, and I hope that I can join the organization promptly after.

While working at the Progressive Intercultural Community Services (PICS) Society as a Career Resources Coordinator, I have worked with new immigrants and refugees in helping them find employment services and job opportunities, while providing multi-lingual assistance to senior immigrants that faced cultural adjustment challenges. I also delivered one-on-one service to international students in helping them obtain work permits. Through this experience, I was able to significantly strengthen my interpersonal, oral and intercultural communication skills.

As a Community Safety Program Assistant at Public Safety Canada, I created reports and maintained federal grant records relating to crime prevention programs, whereby I was able to enhance my written communication skills. I also organized a three-day knowledge exchange conference for crime prevention practitioners in BC, through which I developed strong teamwork, task-delegation and resource management skills. My experience, education, and personality have prepared me to work well with others and to respond creatively to challenges, crisis, and added responsibilities. Additionally, my references will confirm that I am a flexible, cooperative and perceptive individual who is willing to take on new tasks and prepared to adapt quickly.

If my background meets your needs and you feel that I could make worthwhile contributions to your organization, I would welcome an interview at your convenience.

Sincerely,



Tameen Imran

Encl: Resume

Tameen Imran

Surrey, BC V3T 1A8 | (604)-839-7542 | tameen.imran@gmail.com

# Objective

* Seeking a Settlement Practitioner position in which to utilize my knowledge and skills to their fullest potential.

# Skills & Abilities

## Interpersonal & Intercultural communication skills

* Provided assistance in English, Hindi, Urdu & Punjabi to over 50 new immigrants and refugees in submitting job applications
* Mediated and resolved employment-related disputes between employees and employers regarding unpaid wages and wrongful dismissal
* Established and maintained relationships with key government stakeholders in implementing federal crime prevention programs

## Ability to work independently and as a team

* Audited payroll records of various BC employers to ensure compliance with employment standards legislation
* Collaborated with clients to identify eligibility for social services and provide appropriate career resources
* Coordinated research efforts with Canada Border Protection Services to identify community resource centers for incoming asylum seekers to Canada

## Written Communication skills

* Drafted legal notices, orders and agreements for employers and employees to resolve disputes
* Created 5+ reports on crime data for municipalities in BC for Public Safety Canada
* Wrote a 10-page policy paper exploring a skills-based immigration system in the US

## Group facilitation skills

* Facilitated education seminars for HR personnel on employment standards regulations
* Conducted workshops for new immigrants on job searching, job applications and interview skills

# Education

## Bachelor of Arts | may 2020 | university of British Columbia

* Major: Political Science

# Employment

## Employment standards officer | BC ministry of labour | *May 2018 - Present*

## Community safety Programs assistant | public safety canada | *jun 2017 - Dec 2017*

## Career Resources coordinator | pics society | *May 2016 - aug 2016*

# Computer Skills

* Microsoft Office
* Google Suite
* Adobe Creative Suite
* Social Media Platforms

# Languages

* English, French (basic proficiency), Urdu, Hindi, & Punjabi

To: Ikagarjot Singh

From: Tameen Imran

Date: December 13, 2019

Subject: Request for Reference

Dear Ikagarjot Singh,

I hope this letter finds you well. First of all, you were a pleasure to work with you during my internship at PICS Society and I continue to look forward to volunteering there in the upcoming summer. As mentioned in our phone call, I am applying for a position with S.U.C.C.E.S.S. as a Settlement Practitioner. Since you have seen me work in an environment assisting newcomers in obtaining social services, I would like for you to be one of my references.

The Settlement Practitioner position is closely related to the Career Resources Coordinator position at PICS Society. I will be working with newcomers, performing a formal review of their needs across a broad spectrum of settlement areas (e.g. language, employment, housing, community connections). As I will be graduating next semester, this opportunity is a great way to gain further experience in a social service setting, which will aide me in my application to graduate school for the Master’s of Social Work program.

Having you vouch for me as a reference means a lot, as you have observed me in environments working with high school students and understand my career goals. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at tameen.imran@gmail.com. Here is a link to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Tameen Imran

Encl. Resume

To: Susie Esgin

From: Tameen Imran

Date: December 13, 2019

Subject: Request for Reference

Dear Susie Esgin,

I hope you and the team at Public Safety Canada are doing well. I enjoyed working closely with you during my co-op with you, and I am sure you are continuing to be an excellent mentor to new co-op students. Currently I am applying for a position with S.U.C.C.E.S.S. in Vancouver as a Settlement Practitioner. As you were responsible for closely mentoring me during my co-op, overseeing my project work and evaluating my work ethic, I figured you would be an ideal reference for this position.

Somewhat similar to my position at Public Safety Canada, this role entails planning and implementing events and engaging with stakeholders, such as governments and community service organizations. This job is a good stepping stone for becoming a Social Worker, specifically one who deals with assisting new immigrants and refugees integrate by minimizing cultural barriers.

Having you as a positive reference would mean a lot, as you have worked with me closely and have given me constructive feedback before. Please let me know if you are available to be my reference or would like to have a discussion in person. The best way to reach me is by email at tameen.imran@gmail.com. For your curiosity, here is a link to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,



Tameen Imran

Encl. Resume

To: Mary Walsh

From: Tameen Imran

Date: December 13, 2019

Subject: Request for Reference

Dear Mary Walsh,

I hope you and the Compliance team are doing very well and that your meeting with the Minister of Labour was successful! Thank you for giving me countless opportunities to return to the Employment Standards Branch and work with you and team, which I am truly grateful for. As I am drawing close to my graduation from UBC, I am applying for a Settlement Practitioner position with the community service organization – S.U.C.C.E.S.S. and would like to ask you to be one of my references.

This position involves delivering one-on-one consultation in-person, via email, online and by phone to newcomers with client-centered settlement and integration information and orientation services about Canada and the community they intend to settle in. As I discussed my plans for obtaining a Master’s in Social Work and working in immigration services in the future with you, I think this opportunity would be a great stepping stone for me to pursue my career goals.

Having you vouch for me as a reference means a lot. You have always encouraged me to pursue my passion for working in a social service setting and you have also observed me in such environments. Please let me know if you are willing to take on this role or would like to have a discussion in person. The best way to reach me is by email at tameen.imran@gmail.com. Here is a link to the job posting and attached is my resume.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,



Tameen Imran

Encl. Resume