

Dein Vorname, Nachname
Deine Straße und Hausnummer, Postleitzahl und Stadt, Germany
Phone: +49 1234 5678, e-mail: deinemailadresse@email.de

TT/MM/JJJJ

COVER LETTER - SOZIALER BEREICH

Dear Sir or Madam,

I am currently traveling and have met many new countries, people and cultures in the last nine months. In Napier I will settle down for ten months and I would like to be back in social work.

In my home country I started to get interested in working with people with special needs. I completed my first internship in a facility for people with multiple physical and mental disabilities. My work routine structured every day individually, adapted to the special needs of the people. In addition to the main activity in the workshop, where the clients were supervised by working for companies, such as packing screws, I accompanied them to their various offers, for example, exercise physiotherapy or relaxation therapy. I also practiced nursing activities, such as going to the toilet with the clients.

I completed another internship for six months in a school for physically and mentally disabled children. There were five to ten children in a class, which were taught by a teacher and two to three support workers. In addition to the school lessons, where I support the children one-to-one, I also accompanied offers, such as animal assisted therapy.

I gained further practical experience in working with people with special needs in child and youth welfare, in drugs and addiction counseling or outpatient social psychiatry. In this work mental illness and disabilities were the main issues.

In all areas of social work, I quickly realized how important close and good teamwork is. I like to exchange myself with colleagues.

Kind Regards,

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COVER LETTER - AUSHILFE IN RESTAURANT

Dear Sir or Madam,

Are you still looking for a motivated full time store staff? I read about your job offer at ... which sounds very interesting to me.

I already have a work and holiday visa and an accommodation in the city centre. What is missing is a job that challenges me but also gives me a good time.

I never worked in a burger restaurant before, but I have some experience working at a bar. My greatest strength for these kind of jobs is my calm and patient nature, that helps me to keep cool even in stressful situations. I am also used to customer contact, taking and fulfilling orders and cash up.

I like preparing, cooking and even cleaning my workplace faithfully. Punctuality, reliability and working hygienic are natural for me.

If you like to get to know me better, we can do an job interview via skype.

Kind Regards,