

JANE SMITH

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Monday August 12, 2019

Tom Snell
President
Columbia College
Calgary, Alberta T2E 7N8

Dear Mr. Snell:

Re: Adjunct Facilitator

Please accept this as my formal application for the position of Adjunct Facilitator advertised on the College's website. With a Bachelor of Education degree and 5 years of experience facilitating adults, I believe I will be an asset to your team.

The table below highlights demonstrate how my skills and qualifications match those required for the job:

Your position requires:	I offer:
Professional and Ethical Behaviour	<ul style="list-style-type: none">• Acts with integrity• Compassionate and caring
Interpersonal Relations and Teamwork	<ul style="list-style-type: none">• Treats all individuals in an equal, fair and just manner• Uses tact and diplomacy
Communication	<ul style="list-style-type: none">• Listens carefully; seeks win/win outcomes• Respects others privacy and confidentiality• Deals with difficult situations and sensitive issues in a professional manner
Problem Solving/Decision Making	<ul style="list-style-type: none">• Identifies clients' strengths and barriers• Implements solutions in a timely manner

Thank you for your consideration. It is my hope that we can further explore my fit within the team, during an interview. I can be contacted by telephone at (403) 235-9300 or via email at janesmith@gmail.com. I look forward to meeting with you.

Sincerely,

Jane Smith
Enclosure