

## **Administrative Assistant Career Change Cover Letter**

**Andrew Gary**

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Date: August 09, 2022

**Human Resources Manager**

**Hospital for Sick Children**

3011 E 51st St,  
Kansas City, MO 64112

Dear Sir or Madam:

As an ambitious and engaging Child and Family Support volunteer in your Paediatric Cancer Wing, I am positive you will find me to be the ideal candidate for your Child Development Specialist position. Attached is my resume for your review.

While employed as a respected and highly efficient Administrative Assistant, I've prepared myself for the transition into a child services role, performing a variety of unpaid responsibilities within the community.

Pertinent highlights of my diverse volunteer career include:

- Leadership of a local Girl Guide unit for 20 years, engaging females aged 9 – 11 to develop self-esteem, learn new skills and promote respect for self, others and the environment.
- Instituted a weekly teen youth group targeting church and community members ages 13 – 17, supplying an open and accepting atmosphere where all are encouraged to overcome obstacles and share success.
- Championed the physical, emotional and social accomplishments that can be achieved by disadvantaged children in my role as a Child Advocate for Toronto's Youth Advocate Organization.
- Selected to join the Paediatric Cancer Wing of your hospital, assisting the Child Life Specialist in supplying education and support to patient families and the general public.

Couple these activities with my recent honours graduation as a Child Development Worker and I am the perfect applicant for this appointment! I know I have all the prerequisites necessary to succeed and deliver and am anxious to begin fulfilling this intriguing mandate.

Thank you for your time and consideration. I look forward to your call.

Sincerely,

(Signature)

**Andrew Gary**