Student Placement Opportunity

Hello \_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_ and I am a student of the Social Service Worker Immigrants and Refugees program at Seneca College. The purpose of this email is to inquire about the possibility of securing a placement at [name of agency].

I am currently seeking a 2nd year placement, and I find your agency very interesting. I particularly like … [use this paragraph to express WHY you are interest in the agency].

I would like the opportunity to gain experience and develop the skills in the Social Services field. Should you consider my application, there are mandatory requirements that I need to complete for my field placement and for the program.

**The placement details are as follows:**

**1.** Date:

**2.** Duration: hours

**3**. Days:

**4.** Two block weeks:

If you have any questions regarding the placement process, please contact my Field Placement Coordinator, Ashraf Mansouri at ashrafolsadat.mansouri-bonab@senecacollege.ca or (416) 491-5050 ext. 33574.

Thank you for your time. I look forward to hearing from you at your earliest convenience.

Please see attached my resume and cover letter.

Sincerely,

**Students Name**

Student - Social Service Worker Program

Seneca@York College