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Newcastle upon Tyne
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Newcastle Children's Health Institute
14 City Gate Road
Newcastle upon Tyne
NE1 7FP

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Dear Mrs Robertson

Opportunity within Newcastle Children's Health Institute

I am a recent BA (Hons) Sociology graduate from Newcastle University and would like to express my interest in working within Newcastle Children's Health Institute. I am writing to enquire whether you have any employment opportunities available in a health development or similar role.

As you will see from my enclosed CV, I have extensive experience of working with young people. I currently work as a health leader and sports coach; enthusiastically raising confidence and promoting health awareness to large groups of primary school children. In this role, I have learned to use my initiative and resourcefulness in order to tailor my training sessions to the children's varying needs and levels of comprehension.

My volunteer teacher and care worker position in Ghana highlighted to me the importance of using confidentiality and sensitivity when engaging with vulnerable young people. It also enhanced my understanding of the health issues faced by children in the developing world. I developed excellent communication skills when liaising with a variety of individuals, from colleagues and parents to a lively group of twenty-five 7-8 year olds. My various other retail and waitressing experiences, coupled with my extracurricular responsibilities have enhanced my organisational skills, my ability to work well in a team, and to develop others, as well as proven my ability to work independently.

The health development aspect of your organisation largely reflects the health awareness and social change content of my degree. This included detailed health awareness analysis of members of the public. My dissertation, *Generational Change in Local Health Awareness*, researched the differences between health awareness in children and elderly people in an area of deprivation and achieved a first-class mark of 70%.

Combined with my voluntary experience, the focus of my studies has equipped me with knowledge, skills and attributes that I believe would make a positive contribution to your organisation. I am particularly interested in working for Newcastle Children's Health Development Institute because your work combines my two major passions: raising health awareness and working with children. I'm especially interested in your approach in working with and involving children from the local community in decision making about their future health. This unique aspect of your Institute really appeals to me.

Thank you for taking the time to read my letter. I am available for interview at your convenience and would be very happy to discuss any opportunities you may have at Newcastle Children's Health Institute.

I hope to hear from you soon.

Yours sincerely

Rachel Sullivan