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| **Professional Cover letter** |
| **Amit** |
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| **Ph No.: +971501685421** |

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| **Sub: *Cover letter for a Job of Clinical Psychologist*** |
| **Esteemed Sir,**  I am writing to apply for a job of School Psychologist & SEND Coordinator in your esteemed institute. I hold Masters of Philosophy (M.Phil) degree in Clinical Rehabilitation Psychology and have five years plus experience of working with Psychological and Special Educational Needs & Disability [SEND] cases. I have very good experience to work in the clinical setup, Community Based Rehabilitation [CBR], Institutional Based Rehabilitation [IBR], Research and Development [R&D] in the field of Learning Disabilities [LD], Mental Health [MH], Inclusive Education System [IES] and Human Resource Development [HRD].  In my current role as Clinical Psychologist at General Hospital District Gondia State Maharashtra Country India, I am responsible for the effective identification and intervention of Mentally & Psychologically disturbed patients, mentally challenged people, SEND, Gifted & Talented students and make collaborative & Cooperative learning opportunities available for them. I am also responsible for individual counseling, psychotherapy, family counseling to patients and their relative. Career Counseling of the students who wish to pursue professional education career in the home country or abroad. I have been able to relive their distress, adjustment issues, and marital issues, improve their performance and life skills and conducting awareness programs in rural areas, Conduct Training programs for different professionals and Disability Certification on the behalf of Hospital. The ratings of the mental health Department in the state Government 2016-17. I have extensive experience in areas such as Disability Identification, Prevention, Early Intervention and Research besides teaching subjects such as Counseling Psychology, Educational Psychology, Rehabilitation Psychology, Psychopathology, Life Span Psychology, Community Psychology, Health Psychology and Behavior Modification.  My innate ability to help mentally ill and psychologically disturbed population and caring nature always helps me in dealing with problems that they face daily and will help in life skill development. It is my desire to help students build their strengths and overcome their weaknesses, so that they can easily meet all the goals in their life.  I have been working in Clinical Psychologist for over four years. I have taught diverse groups of students with ADHD/ADD, autism, Asperger’s Syndrome, learning disabilities, speech impairments, and non-compliant behavior. My skills in differentiated instruction, assistive technology, and multi-sensory lesson planning allow me to meet the needs of every student.  My years of experience have taught me the value of patience and encouragement in the special education classroom. I work closely with each student, providing the individualized support [ILP, IEP, PLP,& ALP] and praise they require. I also make sure to stay connected with family members and any specialists involved, to encourage the success of each student, both in and outside of the classroom. I have truly appreciated and learned from every child and every family I have worked with; I cannot imagine having any other job.  I welcome the opportunity to discuss and share my qualifications, professional portfolio& extensive work experience, SEND psycho-educational assessments, interventions, research knowledge, self-evaluations and inspection experiences with you during a meeting or phone call or Skype interview for your institutional development. I can assure you that I will be able to meet all your expectations if you consider me for this position.  I have attached my resume and the requested references to the cover letter.  Sincerely,  **Amit Dharmpal Wagde**  F:\Photo.jpg  **Clinical Psychologist**  **KTS General Hospital Gondia, MS, India.**   |  | | --- | | **Curriculum Vitae** |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **Identification Data** | | | 02. | Current Working Org | Civil Surgeon Office, General Hospital Gondia, MS India | | 03. | Designation | Clinical Psychologist | | 07. | Qualification | M. Phil in Rehab Psych, M.A. Clinical Psych, PGD Counselling, BA G Psych | | 08. | Professional License | (Licensed Rehab Psychologist from Rehabilitation Council of India) |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **Qualification Data** | | | 09. | M. Phil Rehab Psychology | NIMH, under Ministry of Social Justice & Empowerment Govt. of India. NIMH is affiliated with Osmania University of Hyderabad India | | 10 | PGD Counseling | Maharashtra Institute of Mental Health, Maharashtra, India | | 11. | M.A. Clinical Psychology | Nagpur University, Nagpur, Maharashtra, India | | 12. | B.A. General Psych | Government institute of Social Sciences, Nagpur, Maharashtra, India |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sl. No. Professional Work Experience** | | | | | | **Designation** | | **Organization** | **Time Period** | **Specifications** | | 13. | Clinical Psychologist [Fulltime Job] | **KTS General Hospital Gondia, MS, India** | 4th Jan 2016 – Till date  [10 Months] | ***Key Responsibilities***  **Psycho-educational Assessments:** Assessment of mentally ill patients Assessments for Learning Disabilities [GLD & SLD], Cognition, Developmental Delays, Autism Spectrum, ADHD/ADD, Intellectual Disability, Epileptic Disorder, Childhood Depression and Anxiety, Selective Mutism, Speech & Language Disorder and Conduct Disorder etc.  **Psycho-educational Intervention:** Individualized Learning Plans [ILPs], Individualized Educational Plans[IEPs], Personalized Learning Plans [PLPs], Advanced Learning Plans [ALPs], Applied Behavior Analysis [ABA], Behavior Modification Plan [BMP], Cognitive Training [CT], Cognitive Behavior Therapy [CBT], Stress Inoculation Training [SIT], Student Counseling Program [SCP], Parental Guidance & Counseling [PGC], Curriculum Adaptations & Modifications [AMs], Classroom Accommodations [CAs] and Differentiated Teaching Instructions [DTIs].  **Training:** Job role also includes teacher training in the field of Special Educational Needs and Disabilities [SEND] in school. Medical officer and Para-medical staff training about Mental Health and Psychological Issues.  Arranging Awareness camps in the Rural Areas.  **Career Counseling:** CC for Secondary & Senior Secondary students for Professional Courses | | 14.  15. | Clinical Psychologist [Fulltime Job]  Clinical Psychologist [Fulltime Job] | IRVIN **General Hospital Amravati, MS, India.**  **District General Hospital Jalana, MS, India** | 6th December 2016 – 3 June 2016  [1 Year 6 Months]  6th June 2014 – 3 December 2014  [6 Months] | ***Key Responsibilities***  **Psycho-educational Assessments:** Assessment of mentally ill patients Assessments for Learning Disabilities [GLD & SLD], Cognition, Developmental Delays, Autism Spectrum, ADHD/ADD, Intellectual Disability, Epileptic Disorder, Childhood Depression and Anxiety, Selective Mutism, Speech & Language Disorder and Conduct Disorder etc.  **Psycho-educational Intervention:** Individualized Learning Plans [ILPs], Individualized Educational Plans[IEPs], Personalized Learning Plans [PLPs], Advanced Learning Plans [ALPs], Applied Behavior Analysis [ABA], Behavior Modification Plan [BMP], Cognitive Training [CT], Cognitive Behavior Therapy [CBT], Stress Inoculation Training [SIT], Student Counseling Program [SCP], Parental Guidance & Counseling [PGC], Curriculum Adaptations & Modifications [AMs], Classroom Accommodations [CAs] and Differentiated Teaching Instructions [DTIs].  **Training:** Job role also includes teacher training in the field of Special Educational Needs and Disabilities [SEND] in school. Medical officer and Para-medical staff training about Mental Health and Psychological Issues.  Arranging Awareness camps in the Rural Areas.  **Career Counseling:** CC for Secondary & Senior Secondary students for Professional Courses  ***Key Responsibilities***  **Psycho-educational Assessments:** Assessment of mentally ill patients Assessments for Learning Disabilities [GLD & SLD], Cognition, Developmental Delays, Autism Spectrum, ADHD/ADD, Intellectual Disability, Epileptic Disorder, Childhood Depression and Anxiety, Selective Mutism, Speech & Language Disorder and Conduct Disorder etc.  **Psycho-educational Intervention:** Individualized Learning Plans [ILPs], Individualized Educational Plans[IEPs], Personalized Learning Plans [PLPs], Advanced Learning Plans [ALPs], Applied Behavior Analysis [ABA], Behavior Modification Plan [BMP], Cognitive Training [CT], Cognitive Behavior Therapy [CBT], Stress Inoculation Training [SIT], Student Counseling Program [SCP], Parental Guidance & Counseling [PGC], Curriculum Adaptations & Modifications [AMs], Classroom Accommodations [CAs] and Differentiated Teaching Instructions [DTIs].  **Training:** Job role also includes teacher training in the field of Special Educational Needs and Disabilities [SEND] in school. Medical officer and Para-medical staff training about Mental Health and Psychological Issues.  Arranging Awareness camps in the Rural Areas.  **Career Counseling:** CC for Secondary & Senior Secondary students for Professional Courses | | 16. | Technical Director  [Part-time Job] | Indian Mental Health Services Pvt. Ltd. Pune India | August 2013 - May 2014  [1 Year] | **Organizational Work:** The organization is working in the field of Disability Identification, Prevention, Early Intervention and Research on CwDs and PwDs. I was Supervising both IBR and CBR teams of the organization.  **Rehabilitation Camps:**  The rehabilitation camps were always conducted in community under my supervision and I used to plan and submit detailed reports to the management.  **Clinical Assessments and Interventions:** I used to conduct psycho-educational assessments of children with SEND and provide psychophysiological, behavioral, cognitive, memory related interventions and parental counseling programs. | | 17. | Rehabilitation Psychologist & Research Associate  [Part-time Job] | Annabhau Sathe Pratishthan NGO,Dhule, MS,India | 1st April 2013 – 31st May. 2014  [1 Year] | **Clinical Work:** To confirm the diagnosis of psychiatric cases identified by the field team like Major Depressive Disorder, OCD, and Schizophrenia etc.  **Research Work:**  To develop methodology of the research project, train field staff on tools and write initial 3 chapters for the research project.  **Sponsorship:**  The research project was sponsored by European Commission Humanitarian Aid Department through Action Aid International Kashmir Wing.  **Project Scheme:**  IEDS |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **Specialized Internships** | | | 18. | Internship at NIHH Secunderabad A.P  (1 month) | As Part of M. Phil Rehabilitation Psychology, I have done my one month internship in the Speech and Hearing Department of the National Institute for Hearing Handicapped, Secunderabad A.P. I used to take daily speech and hearing impaired cases to work under the supervision of the HoD. I was involved in taking case histories, assessment and provide intervention. In intervention process, I was using flash cards, microphone, sound system, video clips, tongue related exercises etc. | | 19. | Internship at Sweekar Upkaar Institute of Rehabilitation Sciences Secunderabad A.P.  (1 month) | As Part of M. Phil Rehabilitation Psychology, I completed one month internship in the Department of Clinical Psychology, Sweekar Para Institute of Rehabilitation Sciences Secunderabad A.P. During internship I used to work with the cases of Depression, Anxiety, Schizophrenia, OCD and other major psychiatric disorders under the supervision of Dr. Kumar, Head of the Department of Clinical Psychology. Dr. Kumar was also the Executive Board Member in the Rehabilitation Council of India. | | 20. | Internship at Mental Hospital Secunderabad A.P.  (1 month) | As Part of M. Phil Rehabilitation Psychology, I completed one month internship in the Department of Clinical Psychology, Regional Mental Hospital Secunderabad A.P. During internship I used to work with the cases of Depression, Anxiety, Schizophrenia, OCD and other major psychiatric disorders under the supervision of Dr. P. Parshuram, Head of the Department of Clinical Psychology. | | 21. | Internship at National Institute for Empowerment of Multiple Disabled Chennai Tamilnad.  (1 month) | As Part of M. Phil Rehabilitation Psychology, I completed one month internship in the Department of Clinical Psychology at National Institute for Empowerment of Multiple Disabled Chennai Tamilnadu. During internship I used to work with the cases of Depression, Anxiety, Schizophrenia, OCD and other major psychiatric disorders under the supervision of Dr. Dhanpandia, Head of the Department of Clinical Psychology. |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **Principal Investigator & Research Publications** | | | 22. | Wagde, A.D. &**Ganaie, S.A.** (2013) | A study on emotional maturity and coping strategies among the students pursuing rehabilitation studies. *International Journal of Science and Research (IJSR).* Vol.2, Issue No. 8:ISSN 2319-7064:451-457. | | 23. | Yadav, M.A., Wagde, A.D. &**Ganaie, S.A.** (2013) | A comparative study on dysfunctional attitudes among parents having children with and without intellectual disability. *International Journal of Science and Research (IJSR).* Vol. 2, Issue No. 10: ISSN 2319-7064: 192 – 195. | | 24. | **Ramakant V. G., Dr. Rubeena J. A &Wagde AD(2016)** | “Emotional intelligence and occupational self-efficacy in doctors working in government & private hospitals”. *International Journal of Science and Research (IJSR).* Volume 5 Issue 4, April 2016: ISSN 2319-7064: 190 – 192. |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **My Top 15 Positive Character Strengths** | | | 25. | Online assessment done through VIA Institute on Strengths: Australia (4 Million Leaders Worldwide are improving their character strengths through VIA experts) | |  | | --- | | The online assessment has assessed 24 character strengths in me during the KHDA approved training session. Out of these 24 character strengths, I would like to share my top 15 signature character strengths in a resume for your information and consideration for a job. The top 15 signature character strengths are: 1). Prudence 2). Team Work 3). Honesty 4). Love 5). Bravery 6). Fairness 7). Perseverance 8). Kindness 9). Leadership 10). Zest 11). Creativity 12). Curiosity 13). Hope 14). Social Intelligence and 15). Spirituality. | |  |  |  |  | | --- | --- | --- | | **Sl. No.** | **Computer Knowledge** | | | 26. | Knowledge about computer applications and internet usage | I can work comfortably with the windows operating system, MS-Office, Word, PowerPoint, Excel, E-mails, and Use Internet for LinkedIn, FB, Official Websites, Online Assessments and Skype. I have general knowledge about some softwares& hardwares. I know how to format systems and install software appliances etc. I have also basic knowledge of SPSS for data analysis. | |