

Sample Cover Letter

Kelly Kohler

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711 E. Boldt Way, SPC 810, Appleton, WI 54911

May 6, 2019

Ms. Mary Nelson
Staffing Coordinator
Thresholds Psychiatric Rehabilitation Clinic
2900 Rosemont Blvd.
Rosemont, IL 60018

Dear Ms. Nelson:

I am writing to apply for the Case Manager/Outreach Worker position with Thresholds Psychiatric Rehabilitation Clinic. _____, a Clinical Therapist at Thresholds, has told me how much she enjoys her position and recommended that I apply. My qualifications include 2 years providing direct service, experience creating individualized treatment plans and familiarity with maintaining confidential records.

In my experience as an autism line therapist and group home supervisor, I provided emergency and daily support to residents. Educating clients about life skills in both group and individual settings and developing individual treatment plans for as many as 30 clients, I used different activities in addition to behavioral modification techniques to improve communications, behaviors and social skills of the clients. My client records were always completed accurately and timely.

Thank you for your time and consideration of my qualifications. I welcome the opportunity to meet with you to further discuss my qualifications and to learn more about this opportunity. Please feel free to contact me at 920-832-6561 or Kelly.t.kohler@lawrence.edu.

Sincerely,

Kelly Kohler