

COVER LETTER EXAMPLE

Sean A. Morrison

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Missoula, MT 59801

August 7, 2017

AWARE Inc.
1055 Sussex Ave
Missoula, MT 59801

Dear Hiring Committee,

It is with great pleasure I submit my application for the Program Manager II position with AWARE Inc. in Missoula, MT. I was referred to the position by Ann McDonald, your Human Resources Director. I am very interested in working with at-risk and underserved populations and am impressed with AWARE's philosophy in providing comprehensive, wraparound services.

In addition to earning a Bachelor of Arts degree in Psychology, I have taken full advantage of my internship and work experiences to develop essential skills, abilities, and qualities with the goal of becoming a human services professional. As you can see from my resume, I am uniquely qualified for the Program Manager II position with AWARE because I am skilled in performing key administrative duties and have proven competency in providing support for clinical interventions.

Currently, as a Program Assistant Intern at the Poverello Center, I contribute to many aspects of daily operations, such as scheduling staff and volunteers. I assist with training new staff members and volunteers by providing them necessary support in working with difficult client situations. In doing so, I regularly seek out opportunities for professional development for the staff and myself. As many of our clients suffer from mental illness, my duties also include assisting with clinical treatment plans and interventions under the supervision of the Staff Therapist. I am responsible for keeping detailed records, maintaining client treatment plans, and effectively communicating information to the program management team during staffing meetings.

Thank you for considering my application for the Program Manager II position. I know I could be a valuable addition to your professional team at AWARE Inc. You can contact me at (406) 123-4567 or at sean.morrison@umontana.edu to schedule an interview. I look forward to hearing from you soon.

Sincerely,

Sean A. Morrison

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