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July 5, 20XX

Human Resources Department  
Wicomico County Department of Corrections  
125 N. Division St., P.O. Box 870  
Salisbury, MD 21803

Dear Human Resources Representative:

After locating the Family Services Coordinator advertisement at my local Career Center, I am very much interested in this vacancy due to the nature of the opening and how it relates to my interests in the psychology area. After more in-depth reading of the job description, I immediately thought that this was the position I had been searching for. Being a recent graduate from Salisbury University with experience in working with families and children with developmental and emotional disabilities makes me a valid candidate for the position.

For the past year and a half I have been working part-time with a family in the Ocean Pines area. This is family of five children, two of which have autism. After school I work with the two autistic boys and have helped them to develop communication skills and emotional regulation. Furthermore, I work with the rest of the family to help them develop strategies to deal with the boys and develop ways of coping with their living situation. I work intensely with the older boy at home and at school. In the past year I have seen great positive changes in his behaviors which have come about by the protocols developed by his mother, their psychologist, and me.

I believe that I would be an asset to the Wicomico County Department of Corrections because I am able to establish a close working relationship with the families that I help. Some skills that I possess are excellent interpersonal communication skills, I work well on a team or independently, I have critical thinking skills and I am an extremely organized person. Receiving my education at Salisbury University in the psychology department has provided me the necessary background to work in a variety of environments. In addition to the helping skills that I have acquired through school and work, I have also enhanced my managerial and leadership skills.

I look forward to speaking with you to further discuss my skills and qualifications for this position. If any further information is needed, please feel free to contact me by mail or by telephone. Thank you for your time and consideration.

Sincerely,

XXXXX H. XXXXX