

Your Address
Your Cite, State Zip

November 14, 20XX

Contact Name
Title
Employer
Address
City, State Zip

Dear Human Resources Representative:

I am writing to express my interest in the position of _____. I learned of this position from the Career Services Office at Salisbury University. After reading the job description, I immediately knew that this was the position I had been searching for. I am confident that the combination of my education and experience in working with families and children with developmental and emotional disabilities makes me an excellent candidate for this position.

Upon completion of my Bachelor of Arts Degree in Psychology at Salisbury University this December, I have exhibited a strong work ethic and maintained a 3.6 GPA in my academic field. In addition to my devotion to academics, I have worked as a childcare provider for several families in the Delmarva area. Specifically, I have had the opportunity to work with a mother and her son who has Autism to develop communication skills and emotional regulation. Through this experience, I have developed sincere empathy and understanding for children who have developmental and emotional disabilities.

In addition to my academic achievement, I have been a committed intern at Maple Shade Youth & Family Services where I worked to provide a continuum of quality services to children and families with special needs. As an intern, I have been exposed to adolescents with behavioral, developmental, and cognitive disabilities. My primary responsibility is to serve as a role model for an adolescent young man who has Autism, Oppositional and Defiant Disorder, and Attention Deficit Disorder. Other duties include serving as a one-on-one aid. In this role I provide tutoring, emotional support, helping him develop boundaries, assist him with appropriate social and developmental skills, and accompany him in his therapy sessions. In addition to my internship, I have also been active in my community. Examples of my involvement in the community include being a volunteer at both Pinnacle Health Hospital and Kinkora Nursing Home. I firmly believe that it is important to be involved and give back to your community. Through all of these experiences, I know that I am committed to the helping profession and firmly understand this is what I want to pursue in my career.

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 email or telephone. Thank you in advance for your consideration.

Sincerely,

Xxxxx R. Xxxxxxx