

*Xxxxxx N. Xxxxxx*

*0000 Xxx Xxxxxxxx, Xxxx, MD 20000*

*000-000-0000 (cell)*

*Email: 00000@students.salisbury.edu*

January 28, 20XX

Ms. Xxxx Xxxxxxx  
Program Manager  
MENTOR Maryland  
5720 Executive Drive  
Baltimore, MD 21228

Dear Ms. Xxxxxxx:

Kxxxx Hxxxxx, Clinical Coordinator for MENTOR Maryland, suggested I contact you regarding a possible opening for Clinical Coordinator in your Baltimore location. After speaking with Ms. Hxxxxxx, I am extremely excited about the possibility of this position and feel my skills and abilities match the job requirements quite well.

As you can see by my resume I have acquired a tremendous amount of related experience. This experience has provided me an overview of this field and has made me understand that I truly enjoy this as a career. In my estimation, my experience with children, home visitations, and managing cases makes me a well qualified candidate for this position. If selected for this position I will bring this direct experience with me and utilize it in this job.

I will be graduating in May 20XX from Salisbury University with a degree in Social Work where I currently have a GPA of 3.5/4.0. In addition to my academic success I was also able to manage my time extremely well by carrying a full academic load, interning 24 hours a week, participating in various campus organizations, and involving myself in community service activities. As you can see, I have acquired various skills that I feel are relevant to any job.

With all this being said, I firmly believe that my most important characteristic is my true compassion for working with children and being a small part of them achieving success. I would like to meet with you at your convenience to discuss my ability to perform the job of Clinical Coordinator. Please contact me at 000-000-0000 and let me know what the next step in this process should be. Thank you for your time and consideration.

Sincerely,

*Xxxxx Xxxxxx*

Xxxxx Xxxxxx

Enclosures: resume/references