

000 Sxxxxx Xxxxx
Xxxxxx, MD 20000

Date

Ms. Bxxxx Xxxxx
Coordinator of Youth Services
Windsor Correctional Youth Service
656 Main Street
Windsor, MD 20000

Dear Ms. Xxxxx:

After doing extensive research on Windsor Correctional Youth Services, I discovered how important the services are while helping troubled teens and their respective parents in the Windsor-area. As I look for a progressive organization to utilize my skills and abilities, I feel the opportunity to contribute to your team of professionals who are dedicated to helping others, is particularly appealing to me.

Due to my academic history and internship history, I am confident I would be an asset to Youth Services. I am graduating in May and would like to be considered for an entry level position. While completing my Bachelor's degree in Sociology, with a minor in Psychology, at Salisbury University, I completed two internships with similar youth correctional institutes in Easton and Annapolis, MD. Working in assessment and mediation units, I developed case referrals while also evaluating overall program effectiveness. In order to successfully fulfill my job requirements, I had to utilize excellent research and interpersonal skills to develop relationships with clients and also the staff.

Furthermore, as a volunteer worker at the Washington Children's Hospital in DC, I was confronted with numerous trauma cases involving teenagers under the influence of drugs and alcohol. Working at the hospital provided me with an experience communicating with other professionals, patients, and patients' families. Also, I successfully handled working in a fast-paced and highly stressful environment.

The Counseling Unit at Windsor Correctional Youth Services has a well-deserved reputation for excellent client care and high success rates. For this reason, I hope you might have a current or soon forthcoming vacancy for a new graduate with my interests, skills, and experience. I look forward to hearing from you in the near future. Please feel free to contact me at (123) 456-7890 or 000000@salisbury.edu.
Thank you very much for your time and consideration

Sincerely,

Xxxxxx Xxxxx