

Kate Willou

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May 30, 2020

Human Resources Department

[Name of the Company]

[Address]

[City], [State] [Zip Code]

Dear Hiring Manager,

I am writing in response to the present opening for the [title] position at [name of the company]. I am interested in the position, as I am confident that my experience in combination with my commitment and skills will be a valuable asset for both your company and its clients. I have attached my resume along with this letter for your perusal.

Through my education and work experience, I have acquired profound knowledge and practical skills in providing marriage and family counseling, individualized treatment planning, trauma care, independent living coaching and family court advocacy. Throughout my professional experience, I have gained proficiency at therapeutic interventions in a variety of settings, substance abuse program management, conflict resolution and mediation. Being an excellent communicator, I have successfully cooperated with teammates to ensure high efficiency and ensure friendly client support. Your company appears to be a perfect place where I can utilize my experience, knowledge and skills to contribute to the development and progress of your organization. Therefore, it will be an honor to become a part of your team and to serve the community together with [name of the company].

I would appreciate the opportunity to further discuss my background and interest in this position with you at a mutually convenient time. I can be reached via phone at (818) 333-6789 if any additional information is needed.

Thank you for your time and consideration.

Sincerely,

Kate Willou.