

APPLICATION/COVER LETTER

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Paula Plantz

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University Address:

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Date of Letter

Ms. Mary Lou Nelson
Staffing Coordinator
Thresholds Psychiatric Rehabilitation Clinic
2900 Rosemont Blvd.
Rosemont, IL 60018

Dear Ms. Nelson:

I am applying for the **Case Manager/Outreach Worker** position listed on Thresholds Psychiatric Rehabilitation Clinic's website. I believe I have the communication and organization skills necessary to service as an effective member of your staff.

In my experiences as an autism line therapist and group home supervisor, I provided support to residents in emergency situations, as well as on a daily basis. I educated clients about life skills in both group and individual settings and developed individual treatment plans for as many as 30 clients. I used different activities in addition to behavioral modification techniques to improve daily living skills, communications, behaviors, and social skills of the clients. I also ensured the completeness, accuracy, and timeliness of client records.

Enclosed is a copy of my resume. I am genuinely interested in the position and working for Thresholds Psychiatric Rehabilitation Clinic. I welcome the opportunity to meet with you to further discuss my qualifications and to learn more about this opportunity. I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to contact me at 920-832-1234 or plantzp@lawrence.edu.

Thank you for your consideration. I look forward to talking with you.

Sincerely,

(Handwritten signature in blue ink)

Paula Plantz

Enc.