

Recent Bachelor's Degree Example

Lauren Morelli

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Annetta Parker
Youth Admissions Manager
De Paul Treatment Centers, Inc.
1312 SW Washington St.
PO Box 3007
Portland, OR 97208-3007

Dear Ms. Parker,

I am writing to express my interest in the position of Youth Admissions Specialist for De Paul Treatment Centers Inc. I had the great opportunity to speak with Leandra Ramirez at the recent Non-Profit Career Fair, and I learned of the position through our conversation. My experience and skills closely match those outlined in the job description, and I am enclosing my resume for your consideration.

My work experience in healthcare and non-profit settings has allowed me to develop the ability to work with people from diverse backgrounds and with a variety of issues and concerns. As a Youth Services Mentor, I provided support to local teenagers to reduce truancy resulting from issues such as parental unemployment or incarceration.

I have recently completed a Bachelor of Arts degree with a major in Social Science from Portland State University. Through my coursework and volunteer experiences I have gained an understanding of our community needs, and I would like the opportunity to apply my skills and knowledge to help youth of our region move towards recovery.

As a Youth Admissions Specialist, I would use my Spanish language skills, knowledge gained through my studies, and my professional experience to support the aims of De Paul Treatment Center. I look forward to hearing from you. Thank you for your consideration of my application.

Sincerely,

Lauren Morelli