

September 11, 2017

Job Seeker
705 N Killingsworth
Portland, OR 97217

John Doe
Clinic Director
Lantana Mental Health Services
1234 N Lantana Ln.
Portland, OR 97222

Dear:

I am interested in applying for a practicum placement using my course work in A&D from Portland Community College, my crisis line support at Lines For Life and my personal recovery experience for the past seven years.

My past work experiences have been team based and working with diverse populations in stressful high pressure environments. You will note on my resume that I have been consistently employed for over 15 years and have attended college half time simultaneously for the past two years. I am well versed in managing work and educational responsibilities. I have recently quit my job so I can finish my studies full time and complete the practicum. I have completed most of the course work for the certificate and feel well prepared academically for the practicum.

I have been an active volunteer with Oregon Partnership. In addition, I have maintained high academic standards and am on the Dean's and Presidents list and have been awarded the Ford Re-start scholarship. I am looking forward to further developing my counseling skills and using my personal experience and academic training to assist individuals in recovery. I may be reached at 503-112-3333 or by email joe.seeker@pcc.edu

Sincerely,

John Doe