

November 1, 2006

Your Name
Street
Portland, OR 97217

Their Name
Title
Mid- City Health Clinic
Street
City, OR Zip code

Hiring Committee:

I am a Portland Community College student in the Alcohol and Drug Counseling program who concurrently works in the field. I am interested in discussing any practicum opportunities you may have available starting January 2018.

My most relevant experience is working on call at both (employer name) and (employer name) in a front line capacity. Initially I was hired as a UA tech and now I am a CRM.

At (employer name) I have contact with residents who are in various levels of recovery from alcohol and/or drugs. In this position I support resident's recovery from educational and personal experience. I motivate fearful and confused residents by encouraging 12-Step work and promote activities that prevent isolation. At (employer name) I am able to heighten my awareness of mental health concerns and develop observational skills in a residential milieu. In this position I create a safe and positive environment by active listening and conflict management skills.

I look forward to discussing my interest in your agency and any practicum opportunities. I would welcome those that involve children and parenting issues. I may be reached at 503- XXX-XXXXP

Sincerely,

(use 4 line spaces for your signature)

Jane Doe