

Job Seeker
705 N Killingsworth
Portland, OR 97217
e-mail – jseeker@pcc.edu

Date

Jane Doe CADC II
Program Manager
Recovery Services
1234 SE 100th Suite 217
Portland, OR 97206

Dear Ms. Doe:

Recovery Services has a mission of helping people and a scope of services to which I would very much like to be able to contribute my skills and efforts. I will soon graduate from the Alcohol & Drug Counselor program at Portland Community College (PCC). By the end of this term I will have completed the prerequisites necessary to apply for a practicum position.

Through this program I have not only learned the foundations of the physical and psychological dynamics of addiction, I have grown mentally and emotionally in ways that exceeded the classroom's mere teaching of the subject. I have always had a great interest in the human condition, but I had not developed in "self" enough to either know the true strength of the human spirit or realize that my small contribution could help others recognize that strength. At PCC I developed my interpersonal and group counseling skills, became familiar with the ethics of counseling in mental health programs, and I have gained a deep respect of the concepts of confidentiality, mandated reporting, and informed consent. I know the imperative need for sensitivity according to different demographic populations along with differing therapeutic methods such as MI or REBT.

Away from college through volunteering in the kitchen at Sisters of the Road Café, I see the direct benefits of providing to those who can appreciate a partner in gathering together their life. Also, because of the personal journey I have embarked upon I offer, a perspective, a volume of experience, and practical knowledge that I feel would be of value to others. In my previous work in marketing, a significant part of the job was to act as a Project Manager. Through this work I have experience working with diverse social groups, planning and organizing very complex activities, accurate record keeping, and extensive communication skills.

I am interested in Cascadia Behavioral Health because of the range of people that are served and especially because its program works with a population that is truly inadequately provided for. I feel that not only would my efforts there be a valuable learning experience, but that I have perspectives, values, and knowledge that would be an asset to your cause. Again, I thank you for the chance to apply for this work. If you have any questions or concerns please feel free to contact me at the phone number or e-mail address listed above.

Sincerely,

/s/
Job Seeker