

Date

William R. Miller
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503.978.5600
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Mr. Hypothetical Employer, HR Director
Hopeful Treatment Facility
0000 Treatment Drive
Portland, OR 97000

Dear Mr. Employer,

I am writing to express my desire to fill your open position for an Alcohol & Drug Counselor practicum, which I discovered on your web site. I possess the academic background and understand the dynamics of addictions, criminal activity, prostitution and the criminal justice system that are common factors for many individuals in addiction.

As I enter into practicum for my degree in Alcohol and Drug Counseling I bring with me a multitude of skills as well as experience based knowledge both specific and transferable to the counseling community. I strive toward my continued education and guidance as I also begin my ASSIST training with Lines For Life. I feel that I am qualified for this position based on the following:

- * Fluent in 42 CFR part 2
- * Trained in Motivational Interviewing, and the concepts of therapeutic listening
- * Committed to helping addicts gain healthy and meaningful lives

As you will also notice in my resume I am dependable and able to handle several tasks and assignments at a time. I do not shy from seeking guidance or being a leader. I look forward to meeting with you to discuss my qualifications in more detail. I can be reached Monday through Friday at 503.978.5600.

Sincerely,

/s/ (you can do this in lieu of an electronic or ink signature)
William Miller

Enc. (3)

Resume
DMV printout
Reference Letter from Jane Dough

