

SAMPLE STUDENT

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August 4, 20xx

Search Committee
ABC Family Services
1200 West Algonquin Road
Palatine, IL 60067

Dear Search Committee,

I am very interested in being considered for the **Resident Service Coordinator** position at ABC Family Services, that is posted on Harper College's online job posting system. ABC Family Services has an outstanding reputation for its progressive philosophy and for working tirelessly to help older adults find needed services to improve their quality of life. This is the type of environment in which I would like to continue my career.

My strong passion for working with older adults, along with my education and experience make me a strong candidate for the Resident Service Coordinator position. I have included my resume which details my experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Experience working successfully with diverse populations including researching services available to program participants to improve their standard of living in areas of physical and mental health, activity levels, and engagement with community members
- Strong organizational and computer skills to successfully manage a caseload of over 100 clients
- Ability to administer and interpret needs assessments to determine basic needs and quality of life indicators and identify opportunities for education, socialization and recreational activities
- Knowledge of grants, contracts, and program requirements including meeting timelines and reporting requirements

I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student