

April M. Moyer
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To whom it may concern,
I am a highly-driven and talented young professional in hopes of gaining the Truancy Case Manager position with your company. I completed my Bachelor of Arts degree in Social Relations from Cheyney University of Pennsylvania. I've heard great things about the many programs your establishment offers, which has inspired me to want to be a part of such an empowering organization. As I began my professional career, I believe this position will allow me to grow and have a clearer knowledge of physical, emotional and also psycho-social needs of our community.

I say "professional" because I have worked steadily throughout

college, gaining valuable experience that equips me to present your organization with advantages others may not offer.

As a Case Manager at a Community Corrections Facility, I was able to manage a 30+ caseload, by instituting program plans for the residents; I also utilized interpersonal skills, counseled, modeled appropriate behavior, and prepared them for reintegration. As a Truancy Case Manager, I was able to provide services to at-risk children and their families to help improve their attendance in school. Also, during my Site Base Case Manager internship, I was able to perform community service, offer referrals to community-based programs, and assist in groups and program service coordination. Also, as a resident assistant for a 250+person coed dorm, and as an assistant group supervisor working with children,

I acquired strong leadership and interpersonal skills. As an Adoption Worker, I provide therapy to children and families to help them go through the process of permanency. Dealing with the diverse concerns of criminals, students, caregivers, children, family, and faculty, I am now able to think quickly in emergency situations and for those requiring quick assessments of many factors in order to make appropriate decisions. This has also taught me to become disciplined, able to manage time, and work steadily with families and children. I believe this is a position where my passion and expertise for working with family and children will make me a great candidate for your company. Please see the attached resume I would like to welcome the chance to discuss openings at your company. Thank you for your

consideration.

Sincerely,

April Moye

