

CORA HIRING STAFF
AFTER SCHOOL SITE COORDINATOR
CORA SERVICES
8540 VERREE ROAD
PHILADELPHIA, PA
19111

May, 25, 2018

Dear CORA hiring staff member,

I am contacting you about the Intake Specialist position that is posted on your website. I came across CORA Services through a google search for jobs related to counseling teens and families. As I looked over your site, I found that both the vision and core values of your organization align incredibly well with how I would like to pair my passion for restored relationships within families, with my creativity and empathetic heart for others.

I would like to see youth and families transformed through a loving community that seeks to help them understand themselves, one another, and their surrounding relational circles through intentional care and purposeful engagement.

I just graduated from Cairn University with a B.S. in Youth and Family Ministry, a Minor in Visual Arts, and an M.S. in Counseling. The focus of my graduate studies has centered on building a therapeutic alliance and establishing genuine trust between staff and clients. I think that a position like this would be an extremely beneficial way for me to continue to practice the counseling skills that I have developed over the past two years.

I would be greatly interested in learning more about your organization and seeing the work that you do through the programs that you offer to your community. I am convinced that I could learn a lot from working with an organization like CORA. I also believe that my educational background in client care first, as well as legal and ethical issues has given me the necessary perspective to love clients well as they first arrive at CORA.

I am interested in applying for the Intake Specialist position. If you have any other volunteer or internship opportunities available, I would greatly appreciate hearing from you with more information about how I can partner with the work that you are already doing. Please see my attached resume and personal biography in the case that you would like to know a bit more about me as well.

Thank you greatly for your time and consideration.

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