

Taylor Oliver

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To Whom It May Concern:

I am applying for the Truancy Case Manager position that was recently posted on Indeed.com.

I have an Associate's Degree in Behavioral Health/ Human Services from Community College of Philadelphia. I am passionate about working in the helping field and working with youth. I have over 5 years experience working with children. During school and after I worked for Camelot schools as an intern, substitute teacher and then a Behavioral Specialist. There I worked with youth ages 16-21. As an intern with Camelot, I assisted seniors in applying for college, scheduling placement tests and other post secondary opportunities. As both a TSS worker and Behavioral Health Worker, I am responsible for completing daily progress notes and working with the clinical team to make treatment plans. I am ready to move forward with my career and would love the opportunity to be an truancy case manager.

I am highly organized and can prioritize any tasks that are on my desk and complete all activities according to the policy of your company. My handling of all work requests is done timely and accurately and I always meet all deadlines. I can also ensure that all office communications are kept confidential and secure.

Please feel free to contact me at the number and email listed above.

Respectfully,

Taylor A. Oliver