

September 13, 2018

Human Resources Department
CORA Services
8540 Verree Rd.
Philadelphia, PA 19111

Dear Hiring Manager,

I'm writing to be considered for the Adolescent Substance Abuse Case Manager position with CORA Services. I recently earned my Master of Arts in Addiction Counseling from the esteemed Hazelden Betty Ford Graduate School of Addiction Studies. In addition to gaining comprehensive knowledge of current addiction treatment industry trends, I was fortunate to spend this past year working alongside leading experts and professionals in the foundation's residential treatment center. As you will see within my attached resume, I am confident I possess the necessary qualifications to be a productive member of your treatment team in a case management capacity working with adolescents and their families.

In my role as a clinical intern, I provided direct services to my own personal caseload of adolescent, young-adult and adult clients and their families. I was responsible for conducting individual, group and family counseling sessions, treatment planning, and case management to ensure clients received the necessary resources to aid them in recovery. My ability to remain flexible and organized enabled me to manage my expansive responsibilities in a timely manner. I never missed a deadline submitting client documentation and always made myself available to clients and 3rd parties. I also possess excellent interpersonal and communication skills. I quickly formed productive working relationships with colleagues and clients, and was trusted by my clinical supervisor to lead lectures and therapeutic counseling sessions on my own within the first three weeks of my clinical practicum. Most importantly, I'm passionate about helping others and reducing the stigma associated with addiction and mental illness. There is nothing more rewarding than seeing an individual overcome adversity and make strides to improve their lives.

I look forward to meeting with a member of your team to speak further about my experience and qualifications. I'm excited for the potential opportunity to join an organization dedicated to providing direction, empowerment and hope to children, youth and their families.

Best,

Conor J. Cox
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