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September 19, 2015

Mr. John Smith  
TLP Head Resident Counsel  
Youth In Need  
1420 North Third Street  
St. Charles, MO 63301

Mr. Smith:

I am inquiring about the posted position I found on the Youth In Need website for the foster care/adoption case manager. Due to my academic history and previous work experience, I know that I would make an ideal candidate for this position.

In May, I will graduate with honors from Lindenwood University with my BA in Psychology. My academic background has taught me the importance of communication, patience, and confidentiality. I understand that the nature of this position might be sensitive, but I know my academic training has prepared me to handle such circumstance.

For the past two years, I have held internships at Missouri Baptist Children's Home and the Boys and Girls Club. Both internships gave me the privilege of working with children and learning about the intricacies of non-profit organizations. Having interned with reputable social service agencies, I understand the level of professionalism and commitment required for long-term success in this field. I am certain that my determination, passion, and empathy would cause me to excel in this position.

Thank you for your consideration for this position. I know that I would be an ideal candidate for Youth In Need and would make an ideal employee as a foster care/adoption case manager. I can be reached by phone or email at any time. I look forward to hearing from you soon.

Sincerely,

Jane Doe