

Tim Smith

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December 7, 2004

Mr. John Doe
Personnel Director
XYZ Nonprofit Organization
555 East Third Street
Anyplace, ST 00000

Dear Mr. Doe:

I was very excited when Jane Smith, a counselor with your organization, phoned to tell me that there was a vacant position for a Counselor Aide at your shelter. I have been searching for this type of opportunity for quite some time, as it will give me the needed experience to continue working towards my career goals. Please accept this letter as my application for this part-time position. I have listed some of my qualifications that I think are most relevant:

Experience working with families in crisis: I have 2 1/2 years experience as a child protective caseworker providing crisis intervention and support counseling to families with abused and neglected children, maintaining case records and compiling reports. I routinely handle a 25 to 30 caseload and have resolved more than 150 cases over the past two years.

Ability to work 11 p.m. to 7 a.m. Thursday through Saturday: Ms. Smith told me that this position requires one to work unusual hours. I have no work or family obligations that would prevent me from working the hours stated in the job description. I have also discussed this job opportunity with my current supervisor, John Stewart, and there will not be a conflict with my full-time position as a social worker with YYY County.

Other requirements: I have a B.S. in Criminal Justice and a high school diploma. I also have a New York State driver's license with an excellent driving record.

I believe I am a good fit for this position as I have gained considerable experience over the past two years working with families in crisis. Enclosed is a copy of my résumé with more detailed information about my qualifications. Thank you for your consideration and I hope to be hearing from you in the near future.

Sincerely,

Tim Smith

enclosure