

## First Last Name

7896 Heart Court ♦ Maple Tree, CA ♦ Home (218) 119-222 ♦ Cell (123) 456-7890  
email@aol.com

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October 29, 2018

Dr. Flame  
New Directions  
7400 Van Nuys Blvd. Suite 203  
Van Nuys, CA 91405

Dear Dr. Flame,

I am applying for about the internship position listed on your company website. As you will see from my attached resume, I am currently enrolled in the Associate of Science degree in Child Development at Mt. San Jacinto College.

My experience working with children and families, along with my abilities to be empathetic, open-minded, and setting boundaries, demonstrates the mix of professional and personal qualities that I bring to every job. In my most recent position at The Girls Empowerment Center, I utilize my interpersonal and therapeutic skills to foster a supportive relationship in group activities with pre-teen and younger teen groups. In addition, my past experience as an after-school teacher has demonstrated my responsibility, dedication, and leadership. I collaborated with supervisors and colleagues in order to create beneficial programs that met the needs of the children.

From doing research on your agency, I know that your mission is to help at-risk youth and provide them with opportunities to achieve a better life and to educate them in becoming healthy individuals while in a safe and supportive environment. I am dedicated to helping this population and believe that early intervention is important as they are our future.

I am currently looking to enhance my teaching skills and utilize my education and experience by working with children and their families. The clinical training program offered by New Directions for Youth Agency would provide me with the opportunity to make a difference in the lives of children. I look forward to talking with you more about my qualifications. I can be contacted at (218) 119-222 or email@aol.com. Thank you for your time and consideration.

Sincerely,

First Last Name