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To Whom It May Concern:

I am a current clinical therapist at Gateway Community Services. I am interested in applying for the home-based clinical therapist position.

I understand that as an employee you are the face of that federation, agency or company, I assure you that I will work fervently to do all that is needed and desired for me to proficiently fulfill my position as an employee.

Since high school, I have worked and/or volunteered in the social service field; ranging from teen mothers to students who are differently-abled. The work that I have done over the years pertaining to different groups has allowed me to create resources and identify avenues specific to the given population. I have created and implemented programs including a Teen Parent program.

As a home based teen parent case planner at Alternatives for Girls (AFG), I was able to create a program for teen parents and their children. I worked with each client and aided them in creating life plans as I developed workshops, meetings and held groups specific to client needs. AFG helped to cultivate my ability to work with underprivileged populations and advocate and coordinate services to fashion the positive development of children (infants-age 5) and their parents.

Through my work at Detroit Public Schools (DPS), I was able to work closely with the Special Education Coordinator for the district and aid in developing educational plans, curriculum and instructional practices, truancy policies for students with special needs as well as teacher/student therapy techniques. The opportunities at DPS, AFG and my current Master of Arts in Education degree have prepared me to work as a therapist by allowing me to work in different environments with a myriad of people as I developed practices conducive to their personal success. My recent M.A program has allowed me to enhance my leadership and managerial skills by giving me the skills to efficiently and effectively manage a team of as many as thirty people. This experience will be fruitful for this position as it will exercise my time management, organization and advisory skills.

Furthermore, my recent work as a therapist and research coordinator are enhancing my skills in developing formats and applying clinical aspects to social means. I have actively and diligently worked on behalf and in collaboration with my organizations and clients. I am confident that I will carry on this same desire to perform the tasks at hand.

I very much appreciate your time and consideration, and I hope to hear from your team in the near future.

Sincerely,

Jennifer Tabb