

Your address
Your City/State/Zip
Date

Name
Title
Name of Organization
Address
City/State/Zip

Dear Mr./Ms.:

I am interested in applying for the position of Resident Counselor in order to continue my work with people who have developmental disabilities. I hold a B.A. in Psychology from Nazareth College of Rochester. The specialized coursework I completed in conjunction with my work history will make me a strong asset to your organization. Heritage Christian Home is committed to making a difference in the lives of the adults you serve. I share your philosophy and would like to become a part of your team.

My experience includes working with school-aged children, adults with developmental disabilities, and the elderly. I have found that I relate easily and openly with all ages and types of people. Growing up with a brother who has a developmental disability sensitized me at a young age to listen and respond to the needs and feelings of others. I respect the human dignity of all individuals, and I believe that I have the stamina to motivate those with mental or developmental disabilities to reach their greatest potential.

I look forward to a personal interview with you to further discuss how I can contribute to Heritage Christian Home. I can be reached at (222) 555-5555. Thank you very much for your consideration.

Sincerely,

Your signature here

Your Name Here