

# CHARLES T. FLYER

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April 4, 20XX

Ms. Sharon Toby, Director of Human Resources  
United Social Services Center  
123 Charity Rd.  
Chicago, IL 60615

Dear Ms. Toby:

As a person with a passion for guiding young people, it is with great interest that I apply for your position of Youth Counselor which you have advertised on your Web site. I am especially interested in joining your team at United Social Services Center because of the highly innovative, non-standard treatment programs you offer your adolescent clients. As you review my attached resume, you will find that a large portion of my experience and academic preparation has focused on assisting adolescents. Highlights of the experience I bring to your staff include:

- Three years of experience working as a case aide in a community mental health center
- Worked one-on-one with children who were dealing with issues such as divorcing parents, death of a parent, or self-esteem issues
- Co-facilitated support groups for adolescents and teenagers with substance abuse issues
- Assisted therapists in creating treatment plans for clients of various cultures, races and socioeconomic backgrounds
- Incorporated the use of play, sand trays, and puppets in working with young children
- Completed a 200-hour supervised internship at a hospital inpatient unit for teenagers who had attempted suicide and/or were at risk for further attempts
- Facilitated overnight church retreats for junior high students
- Volunteered for one year on a domestic violence crisis hotline
- Taught Sunday School for four years (ages 10 – 14)

I believe that appropriate intervention at key, critical times in the lives of adolescents has the power to redirect them toward becoming healthy and productive citizens for the long term. Because I am a highly creative and innovative person, I believe your agency is a perfect fit since I can combine innovative treatments with sound theory and practice to benefit the clients. I am a highly energetic team player and possess a genuine enthusiasm for working with adolescents who are struggling.

Thank you in advance for reviewing my materials and considering me for this Youth Counselor position. Please feel free to contact me at 815.836.5282 so we can further discuss how I may assist you in serving your adolescent client population. I look forward to hearing from you.

Sincerely,

*Charles T. Flyer*

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