

Jason Maddison

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456 My Street, San Diego, CA 76543

Arthur Smith
New England Adoption Agency
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Smith,

As a social services assistant at the Boston Relief Nonprofit, I interviewed families, adults, and children to provide essential social services and resources. I received recognition for my efforts in building long-term relationships with families and agency partners. My communication skills will allow me to excel in the case manager position with the New England Adoption Agency.

Your organization's reputation for improving the lives of children strongly resonates with me as a social services professional. I think I can help further this mission based on the following accomplishments from my career:

- Supported the delivery of social services for over 25 cases and built relationships with non-profit and government agencies to ensure child welfare
- Attended court hearings for child custody proceedings and maintained documentation of abuse, domestic violence, and child neglect
- Aided families in obtaining mental health and counseling services, including rehabilitation for substance abuse issues

I look forward to speaking with you further regarding how my expertise in social services can aid your organization in improving the lives of children. You may contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Jason Maddison