

# Sarah Morrison

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Lisa Johnson

Brooklyn Human Services

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Johnson,

As a case manager with over five years of experience, I've managed more than 60 cases to identify appropriate foster homes for children with diverse cultural backgrounds. At the Children's Light Association, I provided ongoing support and resources to foster care parents to ensure the safety and welfare of victims of child abuse and neglect. I believe my expertise within the nonprofit sector will allow me to excel in the case manager position with your organization.

Brooklyn Human Services' reputation for diversity, equity, and inclusion (DEI) is what draws me to apply for the position. Throughout my career, I've interfaced with diverse populations and provided resources with empathy and cultural awareness. I am confident my experience would be an asset to your organization based on my professional achievements:

- Managed up to 10 foster care cases concurrently, built relationships with foster families, conducted at-home visits, performed crisis interventions, and provided support during emergency situations
- Delivered training to over 30 foster parents to ensure safe and healthy living environments for children, which included providing insights into mental health and behavioral issues
- Coordinated with social services managers to review cases, ensure compliance with state and agency requirements, and identify appropriate foster homes based on child needs

I would like to schedule an interview to tell you more about how my experience within the foster care system could enhance adoption services at Brooklyn Human Services. Feel free to contact me for additional information at your earliest convenience. I appreciate your time and consideration.

Sincerely,

Sarah Morrison