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(098) 765-4321

456 My Street, San Diego, CA 76543

Raymond Ortiz

Mr. Matthew Johnson

WFT Society

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Johnson:

During a 90-day internship last fall, I was praised on all three formal reviews for my dedication to connecting recovering alcoholics to relevant social services. I hope to bring that same dedication to WFT Society as a Substance Abuse Counselor.

I'm intrigued by your group's mission to reduce alcoholism in lower-income families, as that was the focus of my recent internships at two nonprofits. Through these experiences I gained a passion for helping people take steps (however small) to recover from alcohol dependency through influential new mindsets and patterns of behavior.

My work highlights and qualifications also include the following:

- Compiled a new, expanded list of job placement agencies and support groups, offering individuals a better sense of local resources based on their specific life situation
- Recently graduated magna cum laude from Columbia University with a bachelor's degree in psychology
- Nearly 11 months' combined internship experience helping efforts to guide people out of alcohol addiction and dependency, with focus on active listening and group facilitation

I look forward to potentially telling you more about how I can help your organization, and am available to talk at your convenience.

Sincerely,
Raymond Ortiz