

# Jasmine Brown

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543,

Mr. Caleb Morris  
JDO Health Services  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Morris:

During my recent Substance Abuse Counselor internship, I was praised by my manager for performing thorough needs assessments and developing viable treatment plans for clients. I hope to bring that same level of diligence to your organization as a Substance Abuse Counselor.

I'm drawn to your group's mission to help people address and overcome substance abuse challenges. What motivates me most is helping efforts to combat the opioid crisis and other urgent drug problems in our city. I believe I can support these efforts based on my skill and experience in these areas:

- **Communication:** Effectively engaged with diverse groups and individuals, making sound use of cognitive-behavioral intervention methods
- **Organization:** Created and continually honed an efficient system for managing intake forms and other client documents
- **Collaboration:** Built positive relationships with other members of the treatment team, and submitted feedback and ideas that contributed to an updated mission statement

The enclosed resume contains a full overview of my recent work and academic experience. I look forward to hearing from you and possibly learning more about this job opportunity soon.

Sincerely,  
Jasmine Brown, CATC