

[REDACTED]

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Current: [REDACTED] South Third Street, River Falls, WI 54022 (715) [REDACTED]  
Permanent: [REDACTED] Iran Avenue, Lakeville, MN 55044 (952) [REDACTED]

September 24, 2002

[REDACTED]  
Child Protective Services Supervisor  
Pierce County  
2309 East Falls Street  
Ellsworth, WI 54032

Dear Ms. Goldammer:

Please accept this cover letter and resume for the position of Child Welfare Worker. [REDACTED], a Child Welfare Worker in your office informed me about this position. I believe that my qualifications match that of the position.

Your position requires skills and knowledge of the Child Welfare Laws and Regulations in Wisconsin. Through my Child Welfare class at the University of Wisconsin-River Falls, I have studied these laws extensively and have applied them to real life situations. The position also requires excellent communication skills, which I have achieved through working at Career Services as a Peer Advisor and at Turningpoint for Domestic Abuse as an Advocate. At Career Services, I have given many workshop presentations to increase my public speaking skills, and I also have enhanced my one-on-one communication skills by working with individual clients. In addition, working at Turningpoint has increased my communication skills through interaction with clients during intake procedures and during daily conversations. I believe that my qualifications and skills would be a great asset to your company and will prove to serve Child Protective Services in a positive manner.

I am confident in my ability to serve your company well and look forward to meeting with you in the near future. Please feel free to contact me with any questions you may have at ([REDACTED]). I will be contacting you within two weeks to ensure that you have received my information. Thank you for your time and consideration.

Sincerely,

[REDACTED]  
Britney Hanson