

56 Valley View Road
Lincoln, NE 68516
January 20, 2006

Pat Talbot
Program Director
New Beginnings
340 South 21st Street
Phoenix, AZ 99701

Dear Pat Talbot:

Upon my graduation from the University of Nebraska–Lincoln in May of 2006, I hope to become a part of a program such as New Beginnings, working with at-risk and addicted youth, helping them make their own new beginnings. As an intern for a similar program, I went through a period of soul searching, feeling overwhelmed by the strength of the addictions I was trying to help others overcome, and wondering if the path I had chosen for myself was altogether wrong. That turned around for me with a single look at the end of a long day and the most sincere “Thank you,” I have ever heard. I knew then that I was right where I was supposed to be. With this conviction, I am submitting my resume to you for consideration for a staff position with New Beginnings.

Having begun my college career as a Pre-Med student, I have a solid background in chemistry as well as physiology. My academic move to psychology built upon this base, and, in combination with my volunteer, intern, and work experiences, has brought me to a place from which I can make a positive difference and significant contribution to the mission of New Beginnings. As a Psychiatric Technician, I have demonstrated the ability to think and act quickly and effectively. Moreover, I have proven myself disciplined in time management and resourceful by managing full-time coursework, part-time employment, and campus involvement.

In June 2006, I will be making a permanent move to Phoenix and anticipate visiting the city March 14th-18th, to explore potential employment opportunities, including, I hope, a visit with you in that regard. I will contact your office next week to arrange a meeting at a time convenient for you. You may reach me any time prior at (402) 555-5487.

Thank you for your time and consideration.

Sincerely,

(signature)

Susan Moretti

Enclosure