

Dear Revive Youth and Family Services Hiring Staff,

As an ambitious professional, it is my mission to team with an organization that shares my dedication to the service of others , so it is with great enthusiasm that I forward my application for the position of Case Manager with Revive Youth and Family Services. After 18 years in working with individuals with severe and persistent disabilities and an at-risk population, I will bring a passion for creating solutions through team collaboration.

During my professional history, I have demonstrated consistent success applying these qualities to achieve high-reaching objectives. Some of the many strengths I can leverage to advance Revive Youth and Family Services mission include:

Excellent bilingual Spanish / English speaking and written communication skills with the ability to translate English/Spanish verbally and in written form .

Dedication to ethical standards and the ability to help encourage in a busy environment.

Experience scheduling both deadlines and the assistants/HCA staff for youth services; I chaired 15-20 legal team meetings for individualized plans, coordinating providers' and families' schedules and ensuring 100% family (client) participation the last 15 years, with completion ahead of deadline and strict adherence to legal and ethical standards.

Strong talent management abilities through organizing support staff for services and adolescent volunteers for monthly elaborate themed family events.

My solid education, reliability and ongoing professional development are outlined on the attached resume. I look forward to the opportunity to learn more about becoming a Case Manager with Revive Youth and Family Services and to discuss how I can contribute my strengths as a team member with your organization. Thank you for taking the time to review my credentials and experience.

Sincerely,

Laura Cox