Caseworker II

Local adoption service provider seeks experienced, compassionate caseworker with thorough understanding of Kansas adoption legal process. Must have Bachelor's degree in Social Work or related field, Master's degree preferred, and at least two years' experience in the adoption field working with birth mothers and adoptive families. Grant-writing experience and Bi-lingual skills (English/Spanish) a plus. Email resume and cover letter to: HR@rainbowadoptions.com

Qualifications:

- **Compassionate**
- **Thorough understanding of Kansas adoption legal process**
- **BA in Social Work or related required, MA preferred**
- **Two years experience working wth birth mothers and adoptive families**
- **Grant Writing a plus**
- **Bi-lingual skills (English/Spanish) a plus**

Ginger Remington

234 Main Street, Somewhere, KS 12345 - (123) 456-7890 - GingerRem@yahoo.com

October 10, 2013

Rainbow Adoptions
1234 Yellow Brick Road
Toto, KS 23456

Re: Caseworker II

To whom it may concern,

I am applying for the Caseworker II position with Rainbow Adoptions. As you can see on my enclosed resume I have the experience, skills and abilities to do the job. Working for Rainbow Adoptions would be a dream come true and is the ideal fit for me.

I am particularly excited about working with Rainbow Adoptions, which I know has such an outstanding reputation in the field, averaging 120 placements a year and having been in business for over 30 years. You are an long-standing organization, having been in operation for 30 years. Your organization is also very compassionate to both birth mothers and adoptive families, which I admire.

For the last three years I have worked in public adoptions where I have contributed my social work skills including my case-management experience, and I am very skilled at working with both birth mothers and adoptive families. I am an excellent communicator and have a passion for matching birth mothers with families and enjoy helping both parties during what is typically the most trying time in their lives.

I received my bachelor's degree in Social Work in 2009 from California State University, Chico where I completed an intro to grant writing course. I was also involved in numerous leadership activities on campus including Up 'til Dawn and CAVE.

In my current position, I also perform intake assessments and staff where I regularly utilize my bi-lingual (Spanish/English) skills. I have also succeeded with the grant writing I learned in college. In the past three years, I have written or co-written four grants, totaling $200,000 from private foundations. Case-management is another big part of my current position and I typically manage a caseload of up to 50 adoptive families and 40 birth mothers.

Social work is my dream job. I have been passionate about adoption ever since my sister placed her baby for adoption eight years ago when she was 15. I am a compassionate individual who brings a positive attitude to work every day. I am a great team-player and an outstanding problem-solver.

Thank you again for considering me for the position. I believe I am a good fit for the position and look forward to hearing from you!

Sincerely,

Ginger Remington

Ginger Remington

234 Main Street, Somewhere, KS 12345 - (123) 456-7890 - GingerRem@yahoo.com

October 10, 2013

Rainbow Adoptions
1234 Yellow Brick Road
Toto, KS 23456

Re: Caseworker II position

To whom it may concern,

I realized my passion for adoption when my sister placed her baby for adoption in 2005. Since then, I have graduated with a bachelor's degree in Social Work and gained over three years of adoption case management experience. The enclosed resume, in consideration for your Caseworker II position, provides details about my experience and also describes my background in grant-writing and working with Spanish-speaking clients.

When my then-15-year-old sister became pregnant and placed her baby in an open adoption in 2005, it was such a trying time for her, our family and the adoptive couple who had suffered from infertility for 12 years. I realized at that time that my compassionate nature and excellent communication skills would be valued in the adoption field.

I earned my BSW from California State University, Chico in 2010. The curriculum at Chico provided a strong foundation for me in the areas of case-management, counseling skills and family relations. Perhaps one of the most practical courses I completed was "Introduction to Grant-Writing." Professionally, I have written or co-written four grants totaling over $200,000.

I began working in the adoption field in 2009 during a summer internship for Arlen County, processing adoption paperwork. There I learned the complexities and details of the adoption process through home studies, working with social workers and lawyers, and the finalization and court records.

In my current position working as a case worker in adoption services for Rosebud County, I handle all intakes with birth mothers, first contact with foster/adoptive families, case management of approximately 40 birth mothers and 50 adoptive families, and on-going follow-up. Because I am bilingual in Spanish/English, I use my Spanish language skills at work on a daily basis.

Thank you for your consideration. It would be an honor to work with you. I am particularly excited about your industry leadership in terms of placements per year, and your reputation as a highly ethical organization. Thank you again. I look forward to hearing from you.

Sincerely,

Ginger Remington

Dominic Washington
234 Main Street, Somewhere, CA 98765 - (123) 456-7890 - dwashington@yahoo.com

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October 10, 2013

Redland Department Store
1234 Goldmine Road
Prosper, CO 90879

To whom it may concern,

Please accept my application for the Redland Management Trainee position. I graduated in May 2012 with a degree in Business (option in Management), from California State University, Chico and have since worked as a sales associate at Housewares, Etc.

I'm drawn to the retail industry because I love the fast-pace and the ability to work closely with customers and co-workers. I've received solid performance reviews since starting the job at Housewares, Etc. last year. Due to my knowledge of store operations, excellent communication skills, and rapport with co-workers, last month I was given the responsibility of training new associates. It was this experience of mentoring new hires that encouraged me to investigate retail management training programs, and led me to Redland.

In addition to my work experience, my education at Chico State prepared me well for Redland and the retail industry. My curriculum included courses in management, marketing and human resources, and I was involved in numerous leadership activities. One notable effort was serving as the co-chair of Chico State's Up 'til Dawn campaign, a campus-wide fundraising event to raise money for St. Jude's Children's Research Hospital. We raised $112,000 last year (2nd highest school in the nation), which was up $10,000 from the previous year. As you can imagine, I was particularly excited to hear of Redland's fundraising efforts for juvenile cancer research.

In addition to Redland's civic involvement, as a person who continually strives for success, I am intrigued by Redland's industry performance in recent years. Your coupon program is ingenious and I am a big fan of your "light and bright" style of merchandising. Past employers have praised me for my creativity and innovation so I am confident I would excel working for such a cutting-edge employer.

Thank you for taking the time to review my resume. I look forward to hearing from you.

Sincerely,

Dominic Washington