

78 Cushing Place
Buffalo, New York 14206
March 14, 2007

Mr. Jesse J. Carmichael
Assistant Director
City of Buffalo
Division of Substance Abuse Services
2101 City Hall
Buffalo, New York 14202

Dear Mr. Carmichael:

I am writing in response to the Counselor III position advertised on Buffalo State College's Career Development Center website. I am excited about the opportunity to provide substance abuse counseling, case management, prevention and educational programs to the Buffalo community. Working side-by-side with the COURTS program staff counseling individuals involved in the Criminal Justice system will allow me to help give urban youth another chance at success.

While working as an intern at BryLin Hospital I was successful in developing and applying my knowledge of substance abuse rehabilitation counseling theories. At this site, I conducted individual, family, and group sessions with a case load of 35 clients and was able to maintain accurate and up-to-date case files as a result of my strong organization skills. In addition to my regular case load, I was required on many occasions to meet with patients in the absence of co-workers and supervisors. As a result of my detailed treatment plans, I have also become very familiar with community referral sources where clients can seek additional services after they are discharged.

In addition to my academic and hands-on experience, my military background instilled leadership and dedication. I am truly committed to helping others while providing a high standard of service. I will contact you during the week of March 26th to speak with you further about this opportunity. Thank you for your time and consideration.

Sincerely,

Lucas Moore

Lucas Moore

Enc.