

Kelly Kohler

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May 6, 2019

Ms. Mary Nelson
Staffing Coordinator
Thresholds Psychiatric Rehabilitation Clinic
2900 Rosemont Blvd.
Rosemont, IL 60018

Dear Ms. Nelson:

I am writing to apply for the Case Manager/Outreach Worker position with Thresholds Psychiatric Rehabilitation Clinic. Korinne Kontact, a Clinical Therapist at Thresholds, told me how much she enjoys her position and recommended that I apply. After reading about Thresholds' diverse programs, wholistic approach to therapy, and strong community connections, I am especially excited to submit my application. My qualifications include 2 years providing direct service, experience creating individualized treatment plans and familiarity with maintaining confidential records.

In my experience as an autism line therapist and group home supervisor, I provided emergency and daily support to residents. Educating clients about life skills in both group and individual settings and developing individual treatment plans for as many as 30 clients, I used different activities in addition to behavioral modification techniques to improve communications, behaviors and social skills of residents. My client records were always completed accurately and in a timely fashion.

Thank you for your time and consideration of my qualifications. I welcome the opportunity to meet with you to further discuss my qualifications and to learn more about this opportunity. Please feel free to contact me at 920-832-0000 or Kelly.t.kohler@lawrence.edu.

Sincerely,

Kelly Kohler