

## Kelley McNamara, M.S., LPC

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October 20, 2011

Leonard Turner  
Community Health Services  
19 Maplewood Avenue  
Anytown, Ohio 44333

Dear Mr. Turner,

I am writing to express my interest in the Clinical Service Provider position at Community Health Services as advertised in the Anytown Gazette. As a newly licensed mental health counselor (LPC) in the State of Ohio, I am able to assess, diagnose, and treat mental and emotional disorders under supervision. Graduating from a Counsel for Accreditation of Counseling and Related Educational Programs (CACREP) approved program in mental health counseling ensures the quality of my training to professionally approved standards. This rigorous education with specialized training in mood disorders, addictions, and grief enables me to enter the workforce ready to provide individual and group counseling services that meet Community Health Services' commitment to help clients overcome adversity to become healthy and productive citizens.

Through my 600 hour internship at Robinson House, I counseled a caseload of 20 clients under the supervision of Dr. Abir Mulaika. Through counseling individuals, running four weekly substance abuse groups, performing assessments, utilizing risk instruments, assisting my supervisor in diagnosis, and developing and implementing treatment plans, my work assisted clients in making the most of the resources offered by the agency to prepare them to successfully succeed on their own once services had terminated.

By garnering excellent evaluations during both semesters of work at Robinson House, maintaining my 4.0 GPA, and being President of the Sigma Sigma Sigma chapter of Chi Sigma Iota International (an international honor society that values academic and professional excellence in counseling), I can evidence being well-organized and able to multi-task in a busy setting.

I look forward to meeting with you to discuss this position. In the meantime, I am enclosing my resume for your review. Thank you very much for your consideration.

Sincerely,

Kelley McNamara, MA, LPC  
Enclosure