

## Ellie O. Resume

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April 26, 2025

Christine Clark, Recruiting Specialist  
Child & Family  
1268 Eddy Street  
Providence, RI 02905

Dear Ms. Clark:

With great enthusiasm I submit my candidacy for the position of Family Service Care Coordinator at Child & Family. I attended the College of Health Sciences Job & Internship Fair at the University of Rhode Island this past October and learned of the position by visiting the company's table and speaking with David Wilson, Assistant Recruiter. I was excited to learn more about Child & Family's history and your dedication to your 3 key values and pathways. I'm impressed with the fact that you are the largest and most comprehensive human services provider with very little employee turnover. I have always been drawn to the human services field as I truly care about others, enjoy researching and finding solutions to challenges, and appreciate an ever-changing work environment.

In my position as a Teaching Assistant at URI's Child Development Center, a high-quality year-round preschool program, I have been allowed to interact with a variety of different children ages 3-5 and can provide materials based on individual interests and learning styles. In my role I interact with the children appropriately, assist the teacher in daily tasks, and have become familiar with developmentally appropriate practices, as well as learning positive guidance techniques. I have also had the opportunity to educate families and caregivers on the curriculum and their children's daily goals that they have achieved. My favorite part of this position is my ability to empower and motivate the students through their learning milestones.

In my internship last summer, I worked one-on-one with children providing ABA therapy, improving the child's skills through modeling, education, support and encouraging proper coping skills. In this role I was able to interact with many individuals that were also included in the child's daily progress plans including a team of doctors, health care providers, DCYF and court systems. My coursework has more than prepared me for this type of position by helping me to understand child development, become a confident presenter, and coordinating with classmates.

Based on my experience, client management and professional skills, as well as my Bachelor of Science in Human Development and Family Science from the University of Rhode Island, and strong interest in the field of human services, I feel I can bring significant value to your company as a Family Service Care Coordinator. I welcome the opportunity to discuss my qualifications and how I can help you serve the employees of Child & Family. I can be reached by phone at (401) 123-4567 or via email at [Ellie.Resume@gmail.com](mailto:Ellie.Resume@gmail.com). Thank you for your consideration.

Sincerely,

Ellie O. Resume