

78 Cushing Place
Buffalo, New York 14206
March 11, 2020

Mr. James O'Connor
Assistant Director
City of Buffalo
Division of Substance Abuse Services
2101 City Hall
Buffalo, New York 14202

Dear Mr. O'Connor:

I am writing to apply for the Counselor III position advertised on the Buffalo State Career Development Center website. I am excited about the opportunity to provide substance abuse counseling, case management, and prevention and educational programs to the Buffalo community. Counseling individuals involved in the COURTS program would provide me with the opportunity to give urban youth another chance at success.

As an intern at BryLin Hospital, I was successful in developing and applying my knowledge of substance abuse rehabilitation counseling theories. Here, I conducted individual, family, and group sessions with a case load of 35 clients and was able to maintain 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 clients in the absence of co-workers and supervisors. I have also become familiar with community referral sources where clients can seek services after they are discharged.

In addition to my academic and hands-on experience, my military background instilled leadership and dedication. I am committed to helping others while providing a high standard of service. I will contact you during the week of March 16th to speak with you further about this opportunity. Thank you for your time and consideration.

Sincerely,



Jesse McNabb

Enc.