

123 Emerson St.
Bloomington, IL 61701
November 7, 2005

Ms. Jennifer Smith
Human Resources Generalist
Family Development Agency
999 Veteran's Parkway
Bloomington, IL 61701

Dear Ms. Smith:

Upon researching your organization on the Family Development Agency website, I would like to inquire about employment opportunities in your Child Services Area. I admire the community approach that your organization takes to helping foster and adopted children and their families, and feel that my education and experience match the qualifications you seek in a Family Development Specialist.

I will be graduating from Illinois Wesleyan University in May of 2006 with a degree in psychology. My interest in working with special needs children and families began when I interned in the Family Care area at the Baby Fold last summer. Volunteer work with Big Brothers/Big Sisters and the Children's Foundation further convinced me to pursue a career in social services, specifically working with families. I understand that your agency provides the kind of environment I desire, with excellent training and an outstanding reputation in the community.

My resume is enclosed for your consideration. I will call you during the week of November 24 to discuss possible employment opportunities. You can contact me at (309) 556-0000 or by e-mail at ttitan@iwu.edu.

Thank you for considering my request. I look forward to speaking with you.

Sincerely,

Tommy Titan