

JACK JEFFERSON

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Date

Dear Executive Recruiter:

I am in the process of seeking a social services position where I can use my skills in:

- **Counseling** – 12 years' experience in helping crime victims, youth diversion programs, mental health programs, and homeless orientation for public and private agencies.
- **Working with the developmental disabled** – Coached disabled adults in basic job skills, food preparation and shopping, maintenance of medical health, basic hygiene, and appearance.
- **Community facilitating** – Conducted workshops on child protection, home ownership and community forums.
- **Administrative and clerical** – 17 years' experience in case management and supervision, typing, filing, telephone skills and e-mail.
- **Computer** – Internet, Outlook, Word, Excel and data entry.
- **Home support** – Provided home support for mentally disabled and autistic adults.
- **Other** – Bilingual in Spanish and English; possess a Bachelor of Arts degree, a driver's license and insurance; and trained in CPR and public speaking.

If you are working on filling a position for a proven and dedicated social services worker, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Attachment: resume