

# Case Manager Cover Letter Sample 1

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**Tommy Stradford**

501 Brighton Way, Santa Barbara, California, 80511

*Tommys@email.com*

454 – 322 - 0288

**Mrs. Renae LosVaras**

**Healing Hands Treatment Center**

699 Palm Fern Road, Santa Barbara, California, 80511

Dear Mrs. LozVaras,

As a trained and experienced case manager, I read your posting for an opening at the Healing Hands Treatment Center with great interest. As a graduate of Stanford University, I hold an honors degree in psychology, with a focus in counseling. With my strong educational background and six years of experience as a case manager, I believe I would make an ideal candidate for your case manager position, and a valuable addition to your staff and team.

Currently, I am employed by The Rehab Centers of America: California. This job has allowed me to grow professionally and hone my skills in implementing treatment and leadership. My current responsibilities include reviewing client records and applications for admission purposes, interviewing clients to determine medical and therapeutic needs, creating and establishing customized treatment programs, and communicating with specialists and families about a client's progress.

As a case manager for The Rehab Centers of America: California, I had the chance to organize and implement my own patient filing system. The system I created was so effective it resulted in an overall 50% increase in office productivity and client turnover. My staff was able to access files and information easily, which cut patient waiting time in half. We were able to see and treat more people in less time, all while maintaining a high quality of treatment.

As you read through my resume, you will find that I am well adept in many areas of case management. I specialize in developing crisis intervention plans and patient advocacy. As a skilled communicator and active listener, I find it easy to interact with a wide demographic of people, and sympathize with many of the situations they are involved in. I also possess high quality analytical and decision making skills, which allow me to create effective treatment plans in a short amount of time.

With a true passion for helping others, it is with great enthusiasm that I would welcome the opportunity to work for your business. I hold a deep appreciation for Healing Hands Treatment Center's focus on mental health wellness alongside medical treatment, and would be very excited to contribute to this. I look forward to discussing my credentials with you in person, and I thank you for your consideration.

Sincerely,  
Tommy Stradford