

Karen Dunkleman
6303 Standsberry Lane
Wilmington, North Carolina 28412
Telephone: (910) 793-6411
Email: dunklemank@hotmail.com

March 25, 2000

Personnel
PMB 156
288 Eastwood Road, Unit A-3
Wilmington, NC 28403-0518

Dear Human Resources Personnel:

I am applying for the position of Assistance and Training Associate for the New Hanover County Partnership for Children (Smart Start) advertised in the Star-News. My administrative background has provided me with organizational and communication skills as well as enhanced my social skills for positions requiring leadership and teamwork. These skills would make me a valuable asset to Smart Start.

My sociological training equipped me with knowledge and experience for developing and evaluating research projects. I conducted research interviews for Project ROAR (Raising Older Adults Rights), and have firsthand knowledge of survey design, implementation and evaluation.

I also have experience and training as a Social Worker Assistant with Agape of North Carolina. Duties include processing referrals and providing assistance for crisis pregnancies, adoptions, foster care and counseling for cases in New Hanover Country. I recently assisted with the adoption process, hospital discharge and transport of an infant to foster care.

My teaching experience and public speaking skills amply qualify me to perform the training role that this position requires. My background in sociology has given me an understanding and sensitivity of cultural diversity and family dynamics. My knowledge in data analysis would also benefit your program as it relates to the evaluation and monitoring of special programs for child care centers and homes.

I believe my experience and educational background make me a unique candidate for the Assistance and Training Associate. I would like very much to meet with you and further discuss this position and what I have to offer your organization. I look forward to hearing from you.

Sincerely,

Karen Dunkleman