

Kate Nicole Larimer

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To Whom It May Concern:

This letter is to communicate my interest in applying for your position should it still be available. I feel that I would be an ideal candidate for this position and am fully committed to maintaining the integrity, goals and objectives of the program. In my years of experience I have been responsible for:

PROGRAM MANAGEMENT: Organized and oversaw the development of client and community based programs, including the successful implementation and evaluation to determine future progress.

CASE MANAGEMENT: Worked with families and individuals to explore options, refer to proper resources, and guide through challenging programs such as divorce and housing stability.

MEDIATION: Organized and expanded mediation programs and taught students mediation and conflict resolution techniques. Completed mediation training and am a former member of the Utah State Mediation Roster.

TRAINING: Facilitated numerous courses on conflict resolution, peer mediation, and advanced mediation.

Though my resume is detailed, it cannot fully profile the manner in which I have been successful. I hope to accomplish this in a meeting with you where we can exchange information and examine whether there may be a mutually beneficial opportunity. I look forward to hearing from you.

Sincerely,

Kate Larimer