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To: [pennyr@skcdc.org](mailto:pennyr@skcdc.org)

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Subject: Thank you... Gina Turcotte interview



Thank you for taking time from your schedule to interview me for the Family Advocate position. I left your office very excited about the opportunity I've been presented with. Our conversation was enlightening and very informative as to the objectives of SKCDC and the services your agency provides. I feel I would be a great asset to SKCDC based on my personal and career objectives, my education, specialized training, spiritual strength and unique skills.

It is apparent to me that SKCDC is seeking to hire an individual who is independent, assertive, creative and outgoing. This person will be required to communicate effectively and compassionately with the clientele, and assist the clients and their families with meeting the diverse needs that the clients may have. Through speaking with you I understand the job responsibilities require a highly competent employee who is not afraid to take charge, has the ability to build trusting relationships with the clients and their families, is acutely observant and meticulous with objective documentation, can make decisions based not only on the objective data, corporate policies and procedures, but is confident enough to utilize non-traditional resources with meeting our clients' needs.

As I believe you observed during our meeting, I have a peaceful yet dynamic personality, notwithstanding my creativity and adaptability, as well as my personal goal to always act with integrity and responsibility. I will strive to serve your clients with honor and sincerity, compassion and empathy, strength and flexibility but of the utmost importance, confidentiality and discretion. If given the opportunity to work for you, the strengths I will bring include my dedication and loyalty to my clients, great attention to detail, empathy for the clients' circumstances and a commitment for quality services.

Although I was a bit discouraged about the number of hours SKCDC is able to provide me right now, an interview I had recently is also a flexible, part-time position that I feel would coalesce very well with this position. If I was able to schedule a 20-hr workweek with SKCDC, I would be able to work the other 20 hours with Care & Comfort of Waterville. They have told me that they are able/willing to work around whatever schedule I may have, notwithstanding their clients' needs, of course.

On that note, I would like to be seriously considered for the position that you and I spoke about. I presume you had no difficulty contacting my references at NFI? If you did, please let me know and I will assist you with that task.

I look forward to hearing from you soon.

Gina L. Turcotte