

From: [Gina L. Turcotte <ginalyn@adelphia.net>](mailto:ginalyn@adelphia.net)

To: ddufour@tcmhs.org

Date: 6/9/2003 3:15:25 PM

Subject: Please forward to Cindy, Donna & Becky at 43 Kelly Road Residential Unit

Dear Cindy, Donna & Becky,

Thank you for taking time from your schedule to interview me for the Administrative Assistant position with your organization. Our conversation was enlightening and very informative as to the objectives of 43 Kelly Road Residential Unit. I feel I would be a great asset to your company based on my personal and career objectives, my education, unique skills and specialized training.

It is apparent to me that Tri-County Mental Health is seeking to hire an individual who is independent, assertive, creative and outgoing. This person will be required to communicate effectively, compassionately and selectively with the clientele and to help create a position that will assist yourself, and other staff, with the varied tasks of the organization. Through speaking with you I understand the job responsibilities require a competent employee who is not afraid to take charge, make selective decisions, give and take direction and to ask questions when in doubt.

As I believe you observed during our meeting, I have a dynamic, adaptable and responsible personality that I believe is a key factor in my suitability for this position. I will strive to create a position that is marked with honor and integrity, 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 with me include dedication and loyalty to the company, great attention to detail, empathy for the clients' circumstances and a commitment for quality services.

I believe the letters of reference that I left with you attest to my ability to adapt quickly to unique environments, utilize resources quickly, and complete the assigned tasks swiftly with little difficulty. I trust your conversations with these individuals will confirm my strengths in this regard.

Thank you again for your time and consideration. I look forward to meeting with you, and your program director, to further discuss my eligibility for employment. As I stated during our meeting, I am available at the program director's convenience to meet again with little to no advance notice.

Sincerely,

Gina L. Turcotte
9 Old County Lane
Readfield, Maine 04355
(207) 685-9500
ginalyn@adelphia.net