

Julia Pelli

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St. Marks Caring Community
303 St. Marks Place New York, NY 10003

Dear Francis Jackson,

Please accept my application for the Case Manager position with St. Marks Caring Community currently posted on Handshake. I'm a recent graduate of Barnard College where I studied Sociology with a concentration in Human Rights. I am eager to bring my academic knowledge about social systems and interpersonal, communication, administrative, and organizational skills gained through my professional experiences to add value to your team. St. Marks Caring Community's exemplary work for residents of lower Manhattan exemplified by your keen attention to program assessment and working effectively with community partners is the type of momentum I would be excited to be a part of.

I have significant experience applying my interpersonal and communication skills in the formulation and implementation of appropriate treatment plans for patients. As a social work intern at New York Presbyterian Hospital, I worked with over 100 patients in my six-month rotation on the psychiatric ward. This position also fostered the growth of my conflict mediation skills. I was pleased to be asked by my supervisor to develop and facilitate a workshop for clients on nonviolent conflict resolution for which I receive positive feedback. This experience confirmed for me my passion for working in direct service and I would bring my person-centered skills to this role.

My strong administrative and organizational skills and the ability to multitask have served me well in a variety of positions. As a receptionist at the West Harlem Free Clinic, I was the point person for intake of up to 40 patients a day. My attention to detail was key as I created and updated medical files, facilitated Medicaid paperwork, and scheduled necessary appointments for all patients. As a result, the office was able to have a seamless annual audit experience and we received positive patient reviews for their experience with the practice. I look forward to having the opportunity to apply these skills to create a seamless case management experience for your clients.

This role would allow me to further build on my commitment to serving the mental health needs of New York's most vulnerable community members in a hands-on way. I look forward to an opportunity to meet with you in person, to further discuss the counseling, organizational, and conflict meditation skills I could bring to your agency's clients. I would love to be a part of St. Marks Caring Community's long history and success in this work.

Sincerely,

Julia Pelli