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# Example of Advocate Cover Letter

477 Buford Gardens  
South Han, OK 61768

**Dear Story Johnston,**

Please consider me for the advocate opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for guidance to internal and external partners, and actively participate, in the delivery of training to education service districts, school districts, individual schools and community members as needed.

Please consider my experience and qualifications for this position:

* Have an understanding of Consumers' Rights and Responsibilities
* Proficient Computer Skills - windows based computer operating systems and Microsoft Office packages
* Type at minimum of 25 wpm
* Knowledge of benefits and services available to persons with disabilities under federal, state and local laws
* Experience in problem solving and client advocacy
* Knowledge of the civil rights, complaint and enforcement procedures of persons with disabilities
* Previous experience with Community College/Higher Education Student Services area
* Experience working with college students of diverse populations

**I really appreciate you taking the time to review my application for the position of advocate.**

Sincerely,

Baylor Langworth