

# Behavioral Assistant Cover Letter

68173 Danika UnderpassChanelburgh, TX 94266-9822

**Dear Onyx Schroeder,**

I am excited to be applying for the position of behavioral assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for significant demonstrated successful experience in project management, administration, and database management.

Please consider my qualifications and experience:

- Proficiency in using information systems
- Experience with word processing, desktop publishing, spreadsheets, and data input and customer/public information service
- Previous experience with Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Powerpoint)
- Public relation skills, diplomacy and tact
- Experience in Social Work Higher Education including familiarity with the Council of Social Work Education Competency based education
- Demonstrated Banner, student, financial and human resource information systems
- Knowledge of all areas related to the clinical practice of Pain Management and Addiction Medicine
- Computer skills are needed to operate electronic medical records

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

Sincerely,

Denver Bergstrom