

# Behavioral Health Care Coordinator Cover Letter

816 Hane CrestWest Taryn, KS 13002-3192

**Dear Haven Rodriguez,**

Please consider me for the behavioral health care coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for direct patient care crisis intervention, counseling and client education, including how to access community resources.

My experience is an excellent fit for the list of requirements in this job:

- Current CT Driver's License and car insurance
- Independent work initiative, integrity, innovation, and sound judgment
- Excellent organizational, communication, and customer relation skills
- Proficient in Microsoft Office, particularly Outlook, Word, and basic Excel skills
- Pennsylvania Certification Board (PCB) certification- Certified Advanced Alcohol and Drug Counselor (CAADC)
- Complete and thorough understanding of "Excellence in Service" requirements
- Experience working with the Medicaid patient population
- Knowledge of provider networks in the Boise area

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Haven Gulgowski