

# Mental Health Case Manager Cover Letter

601 Thea ForgePort Joyaville, NE 27623-4125

**Dear Spencer Kuhic,**

In response to your job posting for mental health case manager, I am including this letter and my resume for your review.

In my previous role, I was responsible for a full range of psychological assessment services and diagnoses mental disorders, particularly for those persons diagnosed with substance use disorders.

Please consider my qualifications and experience:

- Experience working in a fast-paced medical setting
- Experience with implementation of quality improvement initiatives
- Knowledge of Epic/MiChart electronic medical record system
- Knowledge of campus and local resources
- Experience with administrative duties such as developing and maintaining a tracking database, and report writing
- Experience with sexual health concerns
- Excellent critical thinking and judgement
- Knowledge of the importance of consent, confidentiality, patient autonomy, and client privacy

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

Sincerely,

Peyton Block