**Robert Smith**

**Chemical Dependency Counselor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of a Chemical Dependency Counselorat [XXXYYYY organization]. My …… years of working in the same position at [XXXXYYY organization] match well with the specifications required for this job.

With a strong network of professional, educational qualifications, and compassion in helping individuals with addiction problems - I will surely deliver positive outcomes as per your organization's needs.

My extensive experience in the role helped me understand various procedures and guidelines surrounding the field like –

* Family counseling.
* Handling behavioural issues of substance abuse patients.
* Coordinating with other health professionals.
* Preparing case history and reaching the correct diagnosis.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]