

**Figure 5-1** Cover Letter Example

126 Firewood Lane  
Dover, Delaware 19901

April 23, 2017

Kent County Courthouse  
Attn: Mallory Johnson  
414 Federal Street  
Dover, DE 19901

Dear Ms. Johnson:

My name is Kathy Goring and it is with pleasure that I apply for the position of victim advocate coordinator for Kent County, as advertised in the *Dover Gazette*. Based on my academic training, as well as my experience in the field, I am highly qualified for the position and would be an asset to victims involved in the criminal justice system in Kent County.

In May 2016, I graduated from the University of Delaware with a Bachelor of Science degree majoring in criminal justice with a social work minor. During my studies at the University of Delaware, I took courses that would greatly assist me in performing responsibilities associated with the position, including Victimology, Court Services and Applications, and Management of Grief. These courses made me knowledgeable of the three facets of the criminal justice system, especially the responsibilities relating to crime victims and their families: finding resources, representation in court, and providing emotional support. My verbal and written communication skills are quite good, earning me high grades in all my writing and communication courses. In addition, my internship at the Kent County Courthouse in the district attorney's office allowed me to learn court operations in the county, as well as network with the court stakeholders, both of which give me insight into the responsibilities of the currently available position.

Thank you in advance for considering me for this position, and I look forward to speaking with you. I have enclosed my résumé for your review. Should you have any questions or would like to schedule an interview, please contact me at [kgoring@hotmail.com](mailto:kgoring@hotmail.com) or 123-456-7890.

Sincerely,

Kathy R. Goring  
Enclosure