

## MATTHEW MUDD

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Current Date

Mr. Hugh R. Hired  
Human Resources  
Sumner Center  
500 Mills Circle  
Central Town, CA 90001

Dear Mr. Hired:

I am applying for the opportunity to become a Case Management Intern at the Sumner Center which I learned about through your organization's website. I am a junior majoring in Psychology at Pomona College with a strong interest in social services and case management. I was drawn to your organization as it has a strong reputation for providing quality case management services and helpful resources to individuals living with chronic illnesses in the Inland Empire.

I had the opportunity to work with psychiatric patients at a men's public mental health hospital in Buenos Aires. This opportunity allowed me to interact directly with a population that experiences not only psychological problems, but also legal and personal disputes. Through my experience at the hospital, I learned to remain calm around people with mental, behavioral, and personal difficulties and interact in a respectful and professional manner. These personal qualities would be beneficial in working with individuals with chronic illnesses as this population also has specific physical and psychological needs.

In addition, my experience working at the Office of Campus Life as an office assistant has developed my skills in administrative duties which would be beneficial to this internship. At the Office of Campus Life, I learned to perform a variety of office duties and honed my communication skills and ability to work independently.

I am excited about this opportunity and hope that you will consider me as a viable candidate for this position. I look forward to hearing from you.

Sincerely,

*Matthew Mudd*

Matthew Mudd