

Shina Mallas

Vocational Counselor

Dear Dallie Drover,

I am thrilled to apply for the Vocational Counselor position at Vocational Rehabilitation Services. The opportunity to contribute to an organization dedicated to empowering individuals aligns perfectly with my career aspirations and personal values.

With over five years of experience at Goodwill Industries, I have honed my skills in providing career guidance and support to diverse populations. My background has equipped me with a deep understanding of the challenges faced by those seeking meaningful employment.

Some key achievements from my previous roles include:

- At Goodwill Industries, I led a team that increased job placement rates by **25%** within one year.
- Developed a customized training program that improved client retention by **40%**.
- Spearheaded a community outreach initiative that resulted in **over 300 new client referrals**.

In addition to these accomplishments, I hold a certification in Career Development Facilitation and possess strong leadership skills that enable me to motivate and inspire both clients and colleagues.

Additional qualifications include:

- **Certified Rehabilitation Counselor (CRC)**
- Awarded the Employee of the Year for exceptional client service and innovation at Goodwill Industries
- Active volunteer with the local community center, organizing career workshops for underprivileged youth

The mission of Vocational Rehabilitation Services to enhance individual potential resonates deeply with me. I am particularly impressed by your recent initiatives in tailored career programs, and I am eager to bring my expertise to contribute to such impactful work.

I am enthusiastic about the possibility of joining your team and would welcome the opportunity to discuss how my background, skills, and passion align with the goals of Vocational Rehabilitation Services.

Warm regards,

To

Dallie Drover
Vocational Rehabilitation Services
4820 Ridgeview Avenue,
Columbus, OH

From

Shina Mallas
Sterling Heights, MI
(103) 146-0259
shina.mallas@gmail.com