

# ALICIA WALKER

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**September 14, 2022**

Ms. Mikala Widmore  
Victim Services Unit, District Attorney's Office  
XXX Stuyvesant Place  
Staten Island, NY 10314

**Dear Ms. Widmore:**

Please accept this cover letter and accompanying resume as application for the Victim Advocate position for the District Attorney's Victim Services Unit. When I read the job description, I immediately felt a connection to the position and the goals of your department to offer "Help, Healing, and Hope" for victims of crime. My bachelor's degree in Criminal Justice, experience working with survivors of domestic violence, and commitment to comprehensive services to support victims in rebuilding their lives make me a highly qualified candidate for this position.

My bachelor's program in Criminal Justice at Walden University included courses on Contemporary Criminal Justice Systems, Introduction to Victimology, Courts and the Judicial Process, Law Enforcement, and Restorative Justice. Through my course work and academic research, I gained a deeper understanding and awareness of the impact crime has on victims and the policies and treatment that lead to healing and hope.

My experience includes four years as a volunteer at Safe Haven, a domestic violence shelter. One of my volunteer projects was to keep an extensive, up-to-date list of community and government resources and contacts. This project gave me the opportunity to build relationships with multiple community members in the human services and legal fields.

In my current position as an administrative assistant for a non-profit residential mental health care facility, I communicate with clinical mental health counselors, social workers, law enforcement officials, and family members throughout the admissions process. I warmly welcome each new client into the facility and strictly adhere to HIPAA regulations in handling confidential client information. I am also adept at using software programs such as service tracking systems, Microsoft Excel, and virtual communication platforms.

Your open position for a Victim Advocate offers an opportunity to do exactly the type of work that motivated me to pursue my bachelor's degree in Criminal Justice. I look forward to an opportunity to learn more about the position and share how I can have a positive impact as a member of your team. I can be reached at XXX-123-4567.

Sincerely,

Alicia Walker

Enclosure (1)