

# Erika R. Lorenz

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To whom it may concern:

I am writing with interest in the opening for the SNAP Case Reader Specialist with the Department of Social Services. I am excited for this role, as my experience in public health and strong skills in report writing, policy interpretation, and program coordination make me a great fit to support case review within the Benefit Programs Division.

As a Program Coordinator at the Community Foodbank of NJ, I had the opportunity to work alongside other SNAP coordinators and educators to plan and implement a new grant initiative called the Healthy Pantry program. I collaborated with my team to assess the best ways to utilize the program's time, staffing, and budget constraints. Throughout the six month program, I collected and analyzed data, tracked expenses and managed a budget, and provided feedback to the program supervisor. My skills in Microsoft Office allowed me to create reports, visuals, and spreadsheets which benefited the effort to extend the program. More importantly, I saw first hand the benefit of the SNAP program. I worked directly with the population served, and felt fulfillment that my work had meaning. This is what sparked my desire to work with the government for the benefit of our populace.

Thus, I transitioned to my current role with the Virginia Department of Health. As a health inspector, I have built upon my knowledge and learned to read and apply regulations including the extensive Virginia Food Code and the Governor's Executive orders. I write several reports a day during inspections, and compile data from the Environmental Health Database to organize quarterly case loads. This role has also required extensive time management and independent work, which have made me confident in my ability to telework and stay focused and motivated.

These two wonderful experiences are just a couple reasons why the opening for Case Reader Specialist interests me. I have always considered myself more apt to excel in the planning and the "behind the scenes" aspects of programs because I am skilled at planning, interpreting policies, and compiling information. My attention to detail has been acknowledged by supervisors and coworkers, making me a first point of contact for various administrative tasks in addition to my assigned duties. I believe this is the perfect opportunity to advance my career and skills, while remaining in a department that has a positive impact on our local area.

Please reach out at any time if you have additional questions.

Sincerely,

Erika Lorenz