**Include Your Resume Heading**

Copy your resume heading (name, contact information)

Same format and style as your resume

March 10, 20XX

Ms. Brenda Peterson

New Hope Center

2222 – 11th Street N.E.

Minneapolis, MN 55444

Dear Ms. Peterson:

Please accept the following materials as my application for the Lead Social Worker position advertised on Augsburg University’s job and internship database, Handshake. I am particularly interested in working for the New Hope Center because it is an organization that strives to bring the best community resources to all those in need. In addition, my case management experience, leadership abilities, and strong academic record would benefit your organization and the clients you serve.

My recent work as a Case Manager Intern at Equal Access has provided me with a variety of skills that will make me successful in this position. My responsibilities there included overseeing a case load of eight families in which I assessed their needs and helped them develop and work to achieve self-sufficiency goals. I accomplished this by connecting families to additional resources and explaining their rights around housing and food assistance. I also organized and facilitated a family support group which has continued in my absence.

In addition, because I feel strongly about advocacy issues, I am utilizing my leadership skills and community resource knowledge by serving as a Peer Counselor Volunteer at Chrysalis. Here I have demonstrated excellent interpersonal skills as I counsel and connect with a diverse population. This experience, along with my role as Secretary for the Augsburg University Social Work Club, has allowed me to enhance my organizational and problem solving skills and capacity to work as a team player.

I would love to discuss my qualifications with you further and look forward to hearing from you. Thank you for your consideration for this Lead Social Worker position.

Sincerely,

## Your Signature

(Type your name)