

*Sample Cover Letter for a Full-Time Position*

November 2, 2000

Forrest Woods  
Director of Personnel  
Department of Children's Services  
33 West 43rd Street  
New York, New York 10012

Dear Ms. Woods:

As a recent graduate of City College's Master of Social Work program, I am looking forward to a rewarding career as a provider of social services to disadvantaged children. As a New York City native, I feel a special affinity to this city and a unique desire to help make it a better place in which our children can grow and develop. I am writing to inquire if you have openings for a Children's Caseworker.

While at City College, my studies included: Theory of Social Work, Urban Problems, Case Analysis, Abnormal Psychology and Social Welfare Systems among others. My fieldwork included the following positions: counselor for Covenant House, interviewer for the New York City Drug Rehab Program and, volunteer for the YMCA Youth Center. These experiences developed both case management and interview skills as well as my ability to relate to underrepresented populations.

I feel that my training and experience in the field qualify me for a case counselor position at the Department of Children's Services.

I look forward to hearing from you.

Sincerely,

John Marum  
489 McCauley Avenue  
New York, New York 10025  
(212) 555-1234