**Jane Smith**

123 Main Street, Bethany, WV 26032

(xxx) xxx-xxx

email address

April 5, 2020

[Name]

[Agency]

[Address]

[City, ST ZIP]

Dear [Ms./Mr. \_\_\_\_\_\_]:

As a senior at Bethany College, Bethany, West Virginia majoring in social work with a minor in criminal justice, and graduating in May of 2020, I am interested in the possibility of an entry-level position at the Agency XYZ in the Pittsburg area.

My strong work ethic is evident from the fact that I have had three placement experiences within the past two years, concurrent with my academic studies. These social work experiences totaled 500 field placement hours and varied from children, families to the elderly and have included:

* Placement 1 Agency Name, City, ST
* Placement 2 Agency Name, City, ST
* Placement 3 Agency Name, City, ST

In closing, I would be delighted to be a part of your team. I am enclosing my resume and will call you during the week of May \_\_\_\_\_ to inquire about the viability of scheduling a short meeting at a time that is convenient for you. In the interim, please do not hesitate to contact me at the number above. Thank you very much for your time and consideration.

Sincerely,

Your Name

enclosure