Lily A. Smith

1234 Mayberry Drive

Bethany, WV 26032

304-829-0000

youremail@bethanywv.edu

April 4, 2018

Name, Title

Company

Street address

City, ST ##zip##

***RE: application for a social work field placement – fall 2018***

Dear Mr. or Ms. Last Name,

I am writing this letter to inquire about a fall 2018 field placement opportunity within your organization. I currently am a student at Bethany College, Bethany, West Virginia pursuing a bachelor of social work degree. As part of my educational curriculum, I am required to complete a 500-hour field placement during the fall semester of my senior year.

I have previously, successfully completed a 50-hour placement with Big Brothers and Big Sisters in (location), and a 30-hour placement with the YWCA of Wheeling. I have also volunteered at the Wheeling Soup Kitchen and at Bethany College’s Office of Student Life. I am proficient with Microsoft Office’s Word and Excel as well as with ……………………….., and can assure you that I am able to learn quickly to be an effective member of your organization. My passion lies with helping children and I have opted for your organization as it operates in diverse areas so that I can have a comprehensive experience.

It would be my pleasure to serve your organization, and I hope to hear from you soon.

With anticipation,

Lily A. Smith

Enclosures:

* Resume
* Copy of my junior-year placement evaluation
* Copy of the recommendation letter from the Coordinator of Field Placements