

Sample Cover Letter – Social Service

Directions:

Tip: Use same heading on cover letter & reference page as on your resume – your own personalized letterhead! Find out who will be hiring for the position. Be sure to get correct spelling of their name & title.

Date

(4 spaces between date & address)

Name, Title of Person

Name of Business

Department

Mailing Address

City, State, Zip

(1 space)

Salutation

or Hiring Panel if name is unknown

1st Paragraph

State your purpose, the position you are interested in & how you learned about the opening.

2nd Paragraph

Demonstrate your ability to do the job. Research the company & position. Think & link the details of the job description with your skills, training, & experience. Mention what interests you about the company.

3rd Paragraph (optional)

If including other enclosures besides your resume, refer to them.

Closing paragraph

This should be a call to action. State when you will contact the employer or ask for an interview, then express thanks.

Closing

or Respectfully, etc.

(4 spaces)

Sign your name LEGIBLY

Your Name

Isabell Vasquez

2485 S.W. Picadett St. Portland, OR 97219 (503) 555-1234 isabellvasquez@comcast.net

May 4, 20XX

Michael Jones, Internship Coordinator
Oregon Dept. of Human Services – Multnomah County
1415 SE 122nd Ave.
Portland OR 97233

Mr. Jones:

I am applying for the Human Services Specialist position in Multnomah County. I was informed of the opening by my supervisor, Abigail Bodino, the supervisor of my seven-month internship at the DHS Self Sufficiency Program southeast office in Multnomah County.

I believe this position is a good match for my experience and career aspirations. I found the work I did at DHS as an intern very interesting and rewarding. While providing support to case managers and human services specialists, I gained familiarity with DHS policies and procedures. I have performed most of the tasks required in this position, including assessing clients' needs, conducting home visits, providing culturally appropriate referrals, maintaining case files, and acting as a liaison and advocate. I am completing my last term at Portland Community College with an Associate of Arts Oregon Transfer Degree. Next fall I will be attending Portland State University to pursue a Bachelor of Arts in Social Work.

Enclosed is a copy of my resume along with a letter of recommendation from my internship supervisor at DHS.

I look forward to the opportunity to further discuss my qualifications with you. I can be reached at the above phone number or e-mail. Thank you for your time and consideration.

Sincerely,

Isabell Vasquez