

Sample Cover Letter 1

July 10, 2006

Mr. Francis P. Towne
Personnel Director
Riverside County Personnel
4080 Lemon Street
Riverside, CA 92501

Dear Mr. Towne:

Please review my qualifications, summarized in the enclosed resume, for the position of Social Service Worker I with Riverside County.

As my resume indicates, I have a degree in psychology from the University of California, Riverside. This includes course work in social and community psychology, statistical and research methods, and personality theory. In addition, I have had courses in urban social problems, urban politics, and human development.

My two field work experiences provided diverse opportunities for both group and one-to-one interaction and gave me insight into the organization of social service agencies. These internships also helped to reinforce my decision to pursue a career in social work. I was able to establish good rapport with both staff and clients, and my organizational skills were a definite advantage in dealing with the paperwork.

Please call me if you would like more detailed information about my background and experiences. Thank you for your consideration, and I look forward to hearing from you in the near future.

Sincerely,

Mary J. Smith