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[date]

Mr. Fred Eckland
Manager Human Resource
We Care
901 Berry Street
Roseville, CA 78947

Job: Social Worker

Dear Mr. Eckland:

I was pleased to see your advertisement for a Social Worker at We Care in the January 5 edition of The Daily News. I will be obtaining my masters degree in social work (MSW) at the end of this month and I feel that I can bring to your organization the type of skills for which you are presently searching for.

When I began studying for this degree, I had just one goal in mind and that was to make a difference in this depraved world. With abuse on an all time high, the need for professionals who truly understand victims' predicaments and are in a position to help them is something that I would like to concentrate on. Owing to the fact that I have an extremely compassionate nature and an analytic mind, I can understand people's problems and come up with workable solutions.

During the course of my studies, I took special interest in the interviewing techniques that social workers are required to employ as I believe that positive communication can nip most problems in the bud. This, along with the ability to create and implement plans aimed at the well-being of clients is sure to prove beneficial. My knowledge of local law enforcement agencies and their directives and limitations is another strength that I intend to use while working for We Care.

I look forward to meeting you and discussing my interest in this position. I will call you soon to see about arranging a meeting with you. Thank you for your time and consideration.

Yours sincerely
[sign here]
Paula Cale