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[date]

Tim Hansen
Recruitment Coordinator
St Paul's Mental Health Service
12 Holt Street
Sydney NSW 2000

Dear Mr Hansen

Job REF: A020607, Social Worker – Grade 1

I wish to apply for the position of Social Worker as advertised on seek.com.au. Please find my resume attached.

For almost two years I have worked as Mental Health Case Manager for Truecare and their Housing and Accommodation Support Initiative. In this time I have proven my ability to work with an interdisciplinary team, and also developed interpersonal skills and strong professional relationships with clients, including individuals, families and community groups. In my work I have acquired a thorough understanding of the Mental Health Act of 2007 in relation to social work.

My duties have included providing psychosocial support to clients, in the form of one-on-one counselling as well as group therapy; developing and overseeing treatment plans for clients; advising family caregivers; and consulting with doctors, therapists and medical professionals. I was awarded with the New Employee Achievement Award for my work on a difficult case in 2007. My strong verbal and written communication skills have been well utilised in this role and I have also demonstrated solid organisational skills in my case management.

I have a strong desire to make a positive difference in people's lives and I believe I would be an asset to St Paul's Hospital if given the opportunity.

If you require any more information please contact me on the phone numbers above. I am available for interviews and hope to hear from you soon.

Yours sincerely

[sign here]
Stuart Fox