

Sean Bolton  
99 Castle Road  
Anytown, New Jersey 07731  
JBolton@email.com

April 27, 20XX

Ms. Mary McCarthy  
Director  
Pleasant Valley Community Services  
123 Valley Drive  
Alpine, New Jersey 08366

Dear Ms. McCarthy:

I am writing to apply for the intake coordinator position recently advertised by your agency on the Socialworkjobs.com website. It caught my attention immediately as an attractive opportunity to put my education, skills and professional goals to work.

In a few short weeks I will be graduating from Monmouth University with my degree in Social Work. My major seems well suited for the position you have at your agency. I possess the required verbal, written, time management and interpersonal skills called for in your job requirements. In addition, I served out a three-month internship at a northern New Jersey-based group home, so I am familiar with both the routine and emergency duties required of a position in community and social health services.

This position would be an ideal setting for me to begin my career. You can be assured I would bring a great deal of enthusiasm and a strong work ethic to your agency. I am not adverse to the time and scheduling demands normal for a 24-hour work setting and I am used to functioning under the pressure of a multi-faceted work environment.

Please take the time to review the enclosed resume. I would like to take the liberty of contacting you again in a few weeks to follow-up on the status of my application. Of course, feel free to reach me first if you would like to schedule an interview on my behalf. My phone and email address are listed at the top of my resume.

Yours truly,

Sean Bolton