

Sample Letter of Interest – Final Field Learning Objectives

BEVERLY BEVO

Bbevo@utexas.edu

(512) 555-1234

[Date]

Dear Steve Hicks School of Social Work Field Supervisor:

I am writing this letter to submit my interest in applying for the (clinical / APP) internship at your organization. I am a 2nd year clinical /APP student with experience working with adults and families in various social service settings including residential treatment and schools. I am seeking to apply for my LCSW after graduation. To this end, I am interested in gaining experience working directly with adults and groups in a clinical setting.

In my previous work before attending UT, I was a mental health technician in treatment center. This experience gave me the opportunity to engage with adults seeking treatment for substance use. In my first year field placement, I worked in a school setting and utilized skills such as screening, intake and case management with children and families. I also gained extensive knowledge in complex systems such as SNAP, Medicare and Medicaid.

In order to gain the knowledge and skills I will need to support my career goals, my educational learning objectives are as follows: [maintain the same font size as the rest of your letter in your ELO section!]

[Clinical Examples]

- Increase competency in the assessment of the child, family, and environment. As able, utilize standardized screening and assessment instruments.
- Collaborate alongside supervisor to integrate assessment findings and theory into diagnosis, treatment planning and interventions.
- Learn to apply trauma informed therapy and solution focused techniques in work with children and their families.
- Increase competency in the practice of individual, group, and family therapy.
- To explore and consider ethical dilemmas with regard to planning and administering interventions to vulnerable and diverse populations.

[Administration, Policy and Practice Examples]

- To increase skills in long range strategic planning through the utilization of community resources and demographics.
- To gain the opportunity to improve communication skills through presentations, writing and training opportunities in order to enhance, influence, and create meaningful change.
- To become familiar with aspects of budgeting and the allocation of funds to various components of human services organizations.
- To explore and consider ethical dilemmas with regard to planning and administering programs to vulnerable and diverse populations.
- To develop professional and interpersonal skills as an agency representative or community agent. **(For either Clinical or Administration, Policy and Practice Examples)**
- To attend and participate in agency staff meetings, board meetings, and other opportunities for professional networking and professional development.

I welcome the opportunity to interview with you for the Spring 2020 field placement. I can be reached by telephone at (512) 555-1234 or email at Bbevo@utexas.edu. Thank you for your consideration.

Sincerely,

Beverly Bevo
Master of Science in Social Work Candidate 2022

