



The University of Texas at Austin
DiNitto Center for Career Services
Steve Hicks School of Social Work

The following is a sample job posting and sample cover letter.

SAMPLE JOB POSTING

CASE WORKER, OAK SPRINGS TREATMENT CENTER

Education: Bachelor's Degree in Social Work, Psychology, or related Human Services field required. Master's Degree in Social Work, Psychology or related Human Services field preferred. Education may be substituted for experience. Experience: This position provides client assessment, education, referral and advocacy within a substance abuse program. The position will work closely with other program staff to ensure continuity of care for individuals with substance abuse disorders. With a minimum of two (2) years' experience in, case management, substance abuse and mental health required. Licenses: LCDC, LPC, RN, or LMSW licensure required. Current and valid Texas driver's license and a clean driving record required. Must be eligible for the Center's driving insurance. If chosen for an interview, must provide current (within 30 days) copy of driving record for consideration of position. Applicants being considered for this position will be required to participate in the Center's Controlled Substance Testing Program. Hours: 8 AM – 5 PM, Monday – Friday, with limited evening work required. Salary: \$3,000 monthly. Note: This position will remain open until filled.

What to look for:

- Does your degree, knowledge, and previous experience match the field description?
- Does the job description use language that suggests transferrable skills you could highlight from your previous experience?
- Does your previous experience or employment include the work that the listing would like you to have already completed?
- Do you hold valid and updated certifications that match the listing's qualifications?



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SAMPLE COVER LETTER IN RESPONSE TO JOB POSTING

Sarah Smith, LMSW
1234 Main Street
Austin TX, 78704 | ssmith@unimail.com
(512) 555-1234

November 17, 2019

Ms. Jane Jones, Manager of Human Resources
Oak Springs Treatment Center 3000 Oak Springs Dr.
Austin, TX 78702-2531

Dear Ms. Jones:

I am responding to your advertisement for a Case Worker in the April 2019 issue of the DiNitto Center's *Spotlight*. I am confident that my education and counseling experience with individuals who have substance abuse disorders make me an excellent candidate for this job.

Prior to entering graduate school, I was a Case Worker at South Austin Hospital and participated in a multi-disciplinary team that guided patients through a successful transition from the hospital setting to outpatient treatment centers. My responsibilities included conducting psychosocial evaluations and assessments and making referrals to psychiatric facilities, and chemical dependency outpatient and support groups.

I have received my temporary LMSW licensure from the state of Texas pending graduation from the Steve Hicks School of Social Work at The University of Texas at Austin in May. In addition, I am bilingual in English and Spanish and have worked with Spanish-speaking populations.

The successful programs of the Oak Springs Treatment Center are familiar to me, and I aspire to work for a facility with your excellent reputation. I would welcome the opportunity to interview with you. I have enclosed a resume that provides the details of my education and experience. I can be reached by telephone at (512) 345-1234 or email at Ssmith@yahoo.com. Thank you for your consideration.

Sincerely,

Sarah Smith, LMSW



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Notable strategies from this sample:

- Prepare a **letterhead** for your cover letter that matches your resume. This should include your name, address, email address, and phone number.
- Include your **licensure** following your name.
- When a posting does not provide details about an **addressee** (the person who will receive your letter), you must contact the organization and find out. Use “dear” or a similar formal opener. Include the person’s name, title, and office address.
- Indicate **how you found** the advertised position.
- Conclude your opening paragraph with a **quick summary of the experiences** you will discuss in more detail going forward in the letter. Emphasize the relevance of this experience to the job position or organization.
- Call attention to specific elements of your background—education, experience, leadership—that are relevant to the position. Use verbs that **highlight accomplishments and results**. For example, “completed,” “guided.”
- Mention any **transferable skills** you have that may fit the job (see our worksheet with examples of great transferable skills!)
- Conclude with a statement that acknowledges **something that excites you** about the position or organization. You can even include specific information you have found after researching the position, or reading the organization’s website (tip: most organizations have either a “mission statement” or a description of their values.)
- Provide space for a **signature**, which you can create using your cell phone, a tablet, or even an online program (Google “create digital signature”—there are several free programs that let you easily create and download a signature of your name.) This is an image file that you can keep somewhere on your computer for easy access and format into your letters.