

## COVER LETTER WRITING

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ELEMENT	DETAILS
Name and Contact Information	<ul style="list-style-type: none"><li>• Your Name</li><li>• Current and accurate contact information</li><li>• Bonus: Use the same header you used on your resume to make it match and create a unified look.</li></ul>
Opening Paragraph	<ul style="list-style-type: none"><li>• Introduce yourself and your areas of interest: What population or type of work are you interested in as a Social Worker?</li><li>• Name the skills, experiences, or achievements that would make you a great practicum student to host – expand on these more in your middle paragraphs</li></ul>
Middle Paragraph 1: Experience Highlights	<ul style="list-style-type: none"><li>• Use specific examples or stories of times you successfully demonstrated your ability to perform a skill/experience.</li><li>• Use the STAR method, if helpful (see below.)</li></ul>
Middle Paragraph 2: Learning Goals	<ul style="list-style-type: none"><li>• Explain what you hope to learn from your practicum experience.</li><li>• Connect how these learning goals align with your long-term goals as a Social Worker that you mentioned in your opening paragraph and/or to the work you hope to do at an agency.</li></ul>
Conclusion	<ul style="list-style-type: none"><li>• Reiterate your interests + what you have to offer.</li><li>• Thank them for reviewing your materials.</li><li>• If you included your contact information in your header, you don't need to include it again.</li></ul>
Formatting	<ul style="list-style-type: none"><li>• Use the same formatting (ex: font, spacing, etc.) as your resume.</li><li>• Margins: No less than 0.5 inch.</li><li>• Single spaced, one page, use paragraphs.</li></ul>

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## Using the STAR Method

S: Situation – What was the context?

T: Task – What was the task you did (at a broad level?)

A: Action – What were the individual actions you took to complete that task?

R: Result/Relevancy – What was the result of that task? And/or how is what you learned from this task relevant to the job position you're applying for?

### **Example**

#### **Situation:**

As a Care Coordinator at Communities in Schools, I collaborated with families from underserved backgrounds to plan and implement wraparound support for families and their students. While working with families on obtaining housing resources, I realized that a lot of the language and jargon that housing applications use were confusing.

#### **Task:**

In response, I put together a single page guide that...

#### **Action:**

...broke down complex terms into simple language. Families were able to use the guide to quickly reference and understand unfamiliar terms. Additionally, I worked with other staff members to translate the guides into different languages.

#### **Result:**

As a result, families reported back that they were able to navigate housing applications with more confidence.

#### **Relevancy:**

By putting together this guide, I gained skills in collaboration, knowledge in housing terminology, and experience in recognizing and meeting my client's unique needs.

# SAMPLE

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## Antonio Lopez

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November 17, 20XX

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:

- Learning Objective 1
- Learning Objective 2
- Learning Objective 3

I welcome the opportunity to interview with you for the [Semester 20XX] practicum placement. Thank you for your consideration.

Sincerely,  
Antonio Lopez