

Email Cover Letter Sample

Be sure your subject heading tells the employer what to expect.
Example: Social Worker Candidate

Dear Selection Committee:

I am excited about the Social Worker Assistant position with We Care Services in the Los Angeles area. My recent degree in psychology combined with my bilingual Spanish/English skills and community outreach experience make me a strong fit with this position.

As you will see in my attached resume, I have served a variety of leadership and program development roles through collaborative team work and creative problem solving methods to best serve at risk student populations. I now hope to apply these skills in developing effective short and long term plans of care that best address the psychosocial needs of the elderly. Through direct service at an elderly care facility in Santa Barbara and personal family experiences, I have learned the importance of finding creative ways to interact with different types of individuals needing to share their stories and life experience. My coursework in developmental psychology has further strengthened my theoretical framework for the types of issues that present themselves to this population.

I consider myself patient, respectful, and understanding of the health and mental challenges that confront the elderly. For all these reasons, I seek your active consideration of my application for this position, and look forward to hearing from you in the near future.

Thank you again for your time and consideration.

Sincerely,

Stew Dent