

5850 Temper Trail Ct.
Evansville, IN 47720
03/28/2024

Melinda Lebofsky
Senior Vice President/Chief Human Resources Officer
Deaconess Health System
7100 Eagle Crest Blvd.
Evansville, IN 47715

Dear Ms. Lebofsky,

I am interested in applying for a position in the Deaconess Cross Pointe Intake Assessment Department as an MSW graduate. Having interned in that department since January 2024, I understand the need to meet the growing demands that the department faces and would love to join the team as an employee. I will also work to pursue licensure as soon as possible.

To the Intake Assessment Department I bring the experience I have gained over the course of my internship, as well as an understanding of human behavior that I gained in sales during my undergrad college years and time as a mother for nearly 2 decades. I have also served in supportive roles such as an administrative assistant for at least 15 years and as an assistance director for 3 years. This background has aided my competence in basic computer skills, faxing, copying, and emailing. I have also gained competence in the EPIC charting system that we use at Deaconess. My leadership skills have also helped me to know how to take charge and get a job done, which is required as I complete cases primarily independently. I am dependable, reliable, and operate within the bounds of integrity. In terms of the work in the department, I have gained competence in meeting the needs that arise during an intake assessment and how to respond to a number of different scenarios that may arise with patients.

As I consider the options available to me as an MSW graduate, I am attracted to the reach that Deaconess has in the tri-state area. I know that my skills will be enhanced by the opportunities to encounter a greater number of varying experiences available to such a large organization. I also appreciate the relationships that Deaconess has with other local hospitals and resources to which we would choose to refer clients. I believe that working for Deaconess Health System would be one of the best choices that I can make at the outset of my social work career.

I would appreciate an opportunity to interview for the position. Since I live in the area, I am flexible as to the timing of the interview but would prefer to interview by September, if possible. If additional information is needed prior to the interview, please don't hesitate to reach out. Thank you for your kind consideration.

Sincerely,

Annette Metz, MSW Graduate, December 2024