

Courtney Krajesky

Ckrajesky@southern.edu

December 23, 2022

Recipient
Company Name
City, State/Province Zip
Phone
Email

RE: [Social Worker](#)

Dear Mr./Mrs. [\[Last Name\]](#),

As a Hamilton County School Intern, the advertisement for school social worker] with [HCDE](#) sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission. My passion for this field, combined with my respect for your company, make me eager to get on board.

I bring a comprehensive set of skills that I believe will be valuable to [Hamilton County Department of Education](#). In my previous HCDE Intern roles, I have sharpened my abilities in effective communication skills and active listening, providing a firm foundation for the [social work](#) position. My collaboration, people-centric nature, and compassion have afforded me excellent interpersonal skills.

My educational background has given me a solid understanding of the social work industry. My on-the-job internship trainings have also given me the opportunity to facilitate group sessions, create evaluative surveys for clients, practice writing clinical notes, and perform sessions with a variety of age groups. I am motivated to apply my training as a HCDE Intern for [Hamilton County Schools](#).

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I am eager to discuss how my personality and background fit the [social work](#) role.

Thank you for your time and consideration of my candidacy.

Sincerely,
Courtney Krajesky