

Brooke Holloway

366 Honeysuckle Cir.

Ranger, GA 30734

706-879-0899

Danabsoup@gmail.com

[Today's Date]

[Hiring Manager's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am excited to apply for the [Position Title] at [Organization Name]. With a strong background in social work, compliance investigations, and trauma-informed care, I am committed to serving marginalized communities and advocating for meaningful systemic change. Currently completing my Master of Social Work (MSW) at Southern Adventist University, I bring over eight years of experience in public service, child welfare, and mental health support. My expertise in case management, investigations, advocacy, and therapeutic interventions makes me a strong candidate for this role.

As a Compliance Investigator for the Office of Inspector General (OIG) in Georgia, I have developed skills in policy enforcement, investigative procedures, and ensuring ethical compliance within state programs. Additionally, my role as a Social Worker at Compassion House of Dalton has allowed me to provide in-home parenting support, anger management classes, and grief/trauma counseling to individuals in need. I have also led psychoeducational classes on trauma and loss, empowering survivors to process their experiences in a safe and supportive environment.

Beyond direct client work, I am passionate about advocating for policy change and securing funding for nonprofit organizations. Through my experience in grant writing and program development, I strive to strengthen community-based services and expand access to critical resources. My ability to bridge micro and macro social work practices—from direct therapy to policy advocacy—aligns with [Organization Name]'s mission and values.

I would welcome the opportunity to bring my dedication, expertise, and advocacy skills to your team. I am eager to discuss how my experience can contribute to [Organization Name]'s ongoing efforts. Please feel free to contact me at your convenience to arrange a

conversation. Thank you for your time and consideration—I look forward to the possibility of joining your organization.

Sincerely,

Brooke Holloway