

Kaitlyn Orquia

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[To whom it may concern]

[Address]

Dear [name],

Please accept this letter expressing my interest in applying for the [position title] at [organization]. I am passionate about the type of work your organization is doing in the community. I am excited about the opportunity to apply for this position.

I have been a social worker since 2019 and served as the Southeast Long-term Care Ombudsman for three years before returning to school for my MSW. As the Long-term Care Ombudsman, I provided advocacy services to residents of nursing homes and assisted living facilities across 10 counties and managed a team of volunteers. During this time, I completed three State audits without deficiencies. In August of 2023, I will graduate with my MSW.

My resume is enclosed with this letter so that you can review my education, work experience, and achievements. I would appreciate the opportunity to meet with you for an interview. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Kaitlyn Orquia, BSW