

Sample Cover Letter 2

Copy heading from your resume

January 1, 201xx (use current date)

Name

Title

Company

Address

City, State Zip

Dear Ms. Clayton: (Dear Hiring Manager)

I am writing to apply for the position of Case Manager: Clinical Services. Your organization's reputation and commitment to the mission of providing attentive and safe care for its clients is consistent with my experience and my personal career goals.

My work with the We Care demanded thorough knowledge of a variety of case management procedures, and the capacity to competently work independently with clients in crises while briefing superiors on key issues and developments. Moreover, my role as president of the Social Work Club strengthened my leadership and communication skills. These skills were further honed in the MSW Program at Alabama A&M University, where I spent two years immersed in clinical skills training and deepening my understanding of cross-cutting services that best meet the needs of clients with mental health challenges.

My commitment to the mission of We Care is based on my longstanding interest in mental health settings. My internships and academic experience have provided a solid foundation for fulfilling the needs of your organization, and I welcome the opportunity to talk with you about my fit there. I appreciate your consideration and look forward to hearing from you in the near future at xxx@aamu.edu or by phone at (256) 444-1234.

Sincerely,

Take a picture of your signature on clean white paper (use a fine point black Sharpie) and insert the jpg of your signature here

Type your full name here

Enclosure