

This is the general paragraph construction of a Cover Letter. For an example, please see below.

Greeting: Use the name of the hiring manager for the company or the head of the department in which the position reports. If the position does not state the hiring company, it is in your best interest to call the company and determine the person.

Introduction Paragraph: Includes – why you are writing, one or two assets related to the job, and anyone’s name in the company who has referred you. Include the position title and how you heard about position. Also note where you are at in your education.

Body Paragraph(s): Includes – the skills and qualities you possess that align with the responsibilities of the job description. Also highlight the knowledge and passion you have the field/industry in which you are applying. Don’t use word for word what is on your résumé. Instead you concrete and/or anecdotal examples to showcase how your experiences meet the needs of the position.

Closing Paragraph: Includes – how you intend to follow up for the position and the best way for the company to get in touch with you. Summarize your interests in the positions and the skills you have that qualify you for the position. End with a positive statement such as looking forward to hearing from the employer and a thank you for consideration.

Samantha Student
1011 Aldon St SW Wyoming, MI 49509
616-222-1111, samantha.student@gracechristian.edu

September 20, 2017

Henry Tate
Human Resources Specialist
Bethany Christian Services
1050 36th St SE
Grand Rapids, MI 49508

Dear Mr. Henry Tate,

I am writing to you to apply for the part-time Case Manager position at Bethany Christian Services which was listed on bethany.org. I was referred to you by Sandy Smith at Wellspring Lutheran Services who is familiar with my work as a Foster Care Case Aid. I will be graduating from Grace Christian University this spring with a Bachelor Degree in Human Services, and I am excited to use my experience working within the foster care system to make a difference in the lives of children.

As a Foster Care Case Aid, I supervised the interaction between children and their parents. With my ability to handle conflict and empathetically listen to all sides of a story, I would be able to develop a goal-oriented assessment plan that incorporates both the needs of the child and the concerns of the parents. I have experience working closely with supervision and voicing new ideas to make services more effective for the parties involved. For example, I developed a new documentation process to ensure that child/parent supervision periods were appropriately documented and communicated to necessary staff. I would implement this experience to keep current and accurate client records within the Case Manager role. From my coursework and work experience in Grand Rapids, I am also familiar with community resources that benefit families in need. I would be excited to promote these resources and make referrals to provide more holistic care for the families using Bethany's services. I would love the opportunity to work for Bethany Christian Services because of its positive impact in the local Grand Rapids community. I appreciate Bethany's dedication to making an impact in broken homes and restoring possibilities for at-risk children and youth.

Thank you very much for your consideration. Attached you can find my resume as requested in the job posting. I will follow up with you to ensure you have received my resume and cover letter within two weeks. I can be contacted at 616-222-1111 or samantha.student@gracechristian.edu. I hope to have the chance to speak with you directly to learn more about the position.

Sincerely,

Samantha Student

