**Gregory Lee**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Mr. T Robinson

Company name

Address, City, State, zip

**Re: Social Worker**

Dear Mr. Robinson,

My neighbor, Debra Jacobs, informed me that your senior citizens center is looking for a social worker, and I herewith attach my resume.

As you read, I have a Masters in Social Work and have been licensed to work in the state of [whichever state you’re applying for a job in].
My twelve years of work for community services have included work with the elderly population. I welcomed the opportunity to improve the lives of my clients, from underprivileged babies and children through those in their golden years.

I sincerely want to understand my clients’ needs, and therefore I listen carefully and compassionately to their narrative, as the client knows best his or her situation. I can often help the client realize the solution to problems him/herself, with his/her own wisdom.

In my individual sessions with clients, I assess the presence of any underlying mental or medical conditions (dementia, depression, malnutrition, etc.) and refer them to appropriate assistance.

I am familiar with government programs, such as Medicare, and foundations which provide funding to elderly low-income individuals, and help them submit paperwork for bettering their standard of living.

My resume lists other achievements, but the ones mentioned above are the ones of which I’m most proud.

Please let me know when you’ll have time to set up an interview with me.

**Gregory Lee**