

## Sample Student

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August 4, 20xx

Hiring Manager  
ABC Senior Living  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am very interested in being considered for the **Case Worker** position at ABC Senior Living that was posted on Harper College's online job posting system, Hire a Hawk. ABC Senior Living is known for the high-level professional services it provides its residents. I believe my experience and commitment to working with seniors would make me a valuable member of the ABC Senior Living team.

I have completed my Associate in Applied Science, Human Services at Harper. My plan is to transfer to a four-year school, where I will earn my Bachelor's degree in Social Work. My coursework and social service experiences have prepared me to meet your needs of providing case management including intakes, assessments, and crisis intervention for residents. I have also developed plans of care for individuals and maintained up-to-date case records with the status of the case activity including progress notes updated daily.

I would be grateful to share how my qualifications fit your needs. I look forward to the opportunity to discuss this position with you. Thank you for your time and consideration.

Sincerely,

Sample Student