

Sample Student

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August 4, 20xx

Jane Smith
Human Resource Manager
ABC Senior Living
1200 West Algonquin Road
Palatine, IL 60067

Dear Jane Smith:

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.

I am currently pursuing my Associate in Applied Science in Human Services Degree at Harper College. 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 on a daily basis.

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 look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student