

<sup>1</sup>Date of Letter Here

Your Name

Your Address

Your City, Your State, Your Zip

To whom it may concern:

*PARAGRAPH 1 (introduction):*

I am currently enrolled as an MSW/BSW student at the Rhode Island College School of Social Work. I am interested in meeting with you to discuss the possibility of a field placement within your agency. Enclosed is a resume for your review.

*PARAGRAPH 2:*

*Here you can summarize some of your professional experiences or past educational experiences. It will be helpful to tell the reader how they relate to your social work education. You may want to mention what went into your decision to pursue an education in social work.*

*PARAGRAPH 3 (summary):*

In conclusion, I would be happy to meet with you or representatives of your agency at your convenience. I can be reached at (Your telephone #<s> here). Thank you for your time and consideration. I look forward to meeting you.

Sincerely,

*Your hand written signature*

Your Name Printed

**Note: anything in *Italics* is not reprinted verbatim in your version...the rest can be used verbatim if you wish.**

**This is an example of a cover letter. Of course, any variation you might want to do to make it more personal would be appropriate. Normally, the letter would be addressed to a specific person within the agency. We use the "To whom it may concern" model because when you turn in the letter you most often will not know where you will be referred. Moreover, it allows us to have the letter on file so that we could send it to more than one agency if the first referral does not work out.**