

**SAMPLE COVER LETTER:**  
**Letter in Response to a Job Announcement**

**MARYBETH JOHNSON**

55 Pilgrim Road  
Boston, MA 02215  
(617) 879 – 0000  
[marybeth.johnson@wheelock.edu](mailto:marybeth.johnson@wheelock.edu)

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Ms. Joan Goldberg  
Director of Social Services  
Texas Children's Hospital  
123 Main Street  
Houston, TX 73221

Dear Ms. Goldberg:

I am submitting my resume in response to a job announcement for a Medical Social Worker (#23450) which was advertised in the March 2004 edition of NASW Focus. In May, I will graduate from Wheelock College in Boston, Massachusetts with a Master of Social Work degree and anticipate successful completion of the Massachusetts LCSW exam at that time.

My experience includes work with children and adolescents in a variety of settings, including hospitals, community centers, as well as camp and school settings. Due to my interest in medical social work, I took the initiative to shadow an Oncology Social Worker at Massachusetts General Hospital. As a member of an interdisciplinary health care team, I became familiar with case management strategies, including identifying community resources and discharge planning. This knowledge combined with valuable social work skills I have acquired through field experiences, including individual counseling techniques and advocacy strategies, will enable me to effectively support clients in a health care setting.

I would welcome the opportunity to meet with you and to discuss my qualifications in more detail. I will call you next week to inquire about whether you need additional information.

Thank you in advance for your consideration.

Sincerely,

Marybeth Johnson