

# Ann Smith

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NAME  
COMPANY  
ADDRESS  
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I recently completed a graduate degree in Social Work at Loyola University. My studies have given me practical skills in counseling techniques, play therapy, individual/group counseling, motivational interviewing, and mindfulness. I have also completed internships at an addiction treatment program and domestic violence agency, which have enabled me to support clients with a broad range of service needs. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Establish goals and consistently meet or exceed them by setting priorities and managing time effectively.
- **Team Building:** Guide and support co-workers and clients in achieving project objectives.
- **Personality:** Disciplined performer who focuses on results.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Ann Smith