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| **Robert smith**  **Clinical Social Worker** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

With an overall experience of 4 years in the field of Clinical Social Work and my core expertise being diagnosing the problem along with designing an effective treatment plan for my patients, I am delighted to present my candidacy for the available position of Clinical Social Workerat your rehabilitation institution {institution name xxx}.

My critical accomplishments are assisting patients in habituating them with their impediments and helping the family members with vital decisions about their beloved. With the help of my knowledge in the psychosocial field, I attempt to provide my clients with effective and beneficial remedial therapy to enhance their quality of life and daily experience.

I perform the below-mentioned activities at my current workplace:

* Analyze the existing and new patients depending upon their needs and weak points.
* Establish a persistent communication with the family members of the affected person and helping them in keeping a hopeful outlook.
* Communicate with the treating consultant to get a better understanding of patients’ condition.
* Perform within the framework developed by the regulatory bodies.
* Regularly reporting the senior case executive about the problems and progress of the patients.
* Form a curative program based on the needs of the sick person.

I am confident that my skills and characteristics would accord with your expectations from the role. I have attached my resume as well for your consideration. I look forward to discussing with you about job responsibilities.

Sincerely,

[Your Name]