|  |  |
| --- | --- |
| **Robert smith**  **Eligibility 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],

Kindly accept my application for the post of the Eligibility Worker in the County of San Diego. I am confident that my experience and technical skills I achieved during the past three years in [YYY Organization] will make me the ideal candidate for this position.

The County of San Diego has set the bars high with its methodical approach in analysing financial situation applicants and providing them with the best financial support. It would be a great learning experience for me to be a part of your organization.

Currently, I work at [YYY Organization], where I evaluate the applicants’ livelihood and recommend a list of government aid services, they can avail to uplift their financial condition. My typical day to day duties include the following:

* Interact with the clients and get the required information.
* Cross-check the details provided by the clients for authenticity.
* Create a profile for the client in our database.
* Check for state government, central government, and private company-oriented policies that meet the requirements.
* Follow-up with the clients and recommend the policies they can avail to meet their financial demands.

I have a strong ability to empathize with people and I am willing to go to great lengths to get them the required help. I am also adept at fact-checking the details to prevent those who try to take advantage of the system. I would be glad to join your organization to serve people who deserve help.

Thank you for the time and consideration.

Sincerely,

[Your Name]