

[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],

As an empathetic, kind, dedicated, and hardworking professional, I strongly want to join a reputed organization like yours wherein my talent and skills will be enhanced as well as help contribute to \*\*\*'s mission as a company. My immense background in the social work field complemented by my experience in my previous jobs will bring about a positive impact on your organization.

Over the years, I have worked at a couple of organizations including \*\*\* where I developed skills to do an intake assessment with every incoming individual and their family to determine their requirements. In my role as a Hospital Social Worker, I was accountable for effectively and efficiently managing patient/resident details, helping them acclimate to the hospital environment, etc.

Having said this, I would like to present below some of the highlights of my qualifications:

* I am quite capable of handling high-pressure tasks with many projects and cases at once and yet I’m very organized and have good attention to detail.
* My writing, as well as verbal communication skills, are excellent.
* I am known for keeping accurate and precise progress records and documentation.
* I am often complimented to be the most compassionate counselor who makes it a point to strive for the comfort of the residents and their families.
* I motivate, counsel, and assist residents and families to transition to assist living comfortably.
* Several times, residents and families have thanked me for my empathy, understanding, genuine care, and sensitivity.

My proven counselling skills and caring nature with the patients and knowledge of basic medical sciences along with my expertise in the field will contribute immensely to the success of \*\*\*.

Looking forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Hospital Social Worker**