

SOCIAL WORK & Related Human Services

Application Letter, Resume & References – Entry-Level Positions

Tailor each application letter. Highlight relevant motivations, strengths, experience and potential contribution.

March 16, 20XX

Margins: 1" (2.54 cm) margins all around.

Kelly Trevena
123 St. Elmo Dr.
Regina, SK S4S 9F2

Check Junk Mail: Don't miss important emails.

Lee Stonechild
Director, Family Services
4567 Centre St.
Prince Albert, SK S4S 4L5

Job Scam Protection: Concerned? Research the employer well.
Give only your cell number, email address and/or LinkedIn invitation.

Dear L. Stonechild:

No contact name? Consider Dear Human Resources, Selection Committee or Hiring Manager.

Enclosed is my resume in application for the position of Social Worker (Competition # A07-18) with _____, as advertised in _____. In applying, I am highly motivated to utilize my related strengths and experience in _____, and contribute to _____.
Your Motivation & Voice: Why this employer and work? Highlight your potential contribution.

Regarding my qualifications, I am completing my final year for a Bachelor of Social Work at the University of Regina. Following completion of all program requirements (April 20XX), I will qualify to register as a regular member of the Saskatchewan Association of Social Workers (SASW).

Through my studies and and practicums, I have acquired relevant knowledge and skills in _____. For example, I completed courses on _____, and wrote several papers on _____. Also, I completed Practicum I at _____ and Practicum II at _____, where I developed skills and abilities in _____.

My relevant work experience includes positions as a _____ and _____, where I acquired and developed skills in _____. For example, _____. As an employee and a volunteer, I have been commended for _____. I also have proved myself capable of working respectfully with clients of diverse backgrounds, maintaining calm in stressful situations and _____.

In applying for this position, I am committed to pursuing a career in _____, and seek continuous personal and professional development. I look forward to an interview to further discuss my qualifications and potential to contribute to _____. I can be reached at 306-123-4567 or trevenak@uregina.ca.

Sincerely,

Use Keywords: Closely review each job posting. Use keywords from the posting to describe your related strengths and experience. Include some examples, details and statistics (e.g., title of a presentation).

K. Trevena

Signature: Write your signature on paper letters. For electronic letters, simply type your name.

Kelly Trevena

Attachment: Resume

Get Noticed! Highlight your relevant knowledge, skills and abilities, attitudes, experience and accomplishments. Include some examples, details and statistics (e.g., program title).

Option: Present selected information using headings and bullets:

Community Development & Program Planning

- Selected, trained and coordinated 12 volunteers on _____
- As a Youth Leader (volunteer), assisted with _____
- Collaborated on interprofessional teams to _____

Equity Applicants: Many employers are committed to developing a diverse workforce (employment equity) and seek applicants from equity groups. Research each employer before deciding whether or not to self-declare as a member of an equity group:
Aboriginal People, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers

Declaration Example: "In submitting my application, I would like to self-declare as member of an equity group (equity group)."