

(Community/Social Services coverletter. Each coverletter is different).

NAME HERE

Address
City, State, Zip
(000) 000-0000

(Date)

(Company Name here)
(Attention: Person's name here)
(Company address here)
(City, State, zip here)

Dear (Person's Name):

Thank you for this opportunity to apply for your (Position here) position as advertised (list place where it was advertised here). I am very interested in this position, and believe that I can provide a great benefit in this role utilizing my past skills in (skills here). Currently, I work as a (position here and overview of duties). Prior to this position, I worked as (position here, overview of duties.). Some of my qualifications and strengths, which relate to the position you have available, include:

Individual and Group Communications:

- Strong interpersonal communication skills with diverse individuals, ages, cultures, backgrounds, and personalities. Worked successfully throughout my career assisting both youth and adults with resource needs, anger management issues, and life skills.

Public Relations:

- Excellent public relations abilities with both media and community organizations.

Program Development and Management:

- Developed and managed a youth program as a (title deleted here).
- Assisted in managing a parental escort program as a (title deleted here)

Leadership:

- My career includes personnel supervision and training as a Shift Supervisor.
- Effectively mentored and assisted staff members when needed, and considered a resource person.

Public Speaking:

- Spoke at the (title of conference deleted here) Conference in (city, state), on working with youth offenders, November (date here).
- Effectively provide ongoing speaking engagements on (nationality here) beliefs and cultures.
- Selected to speak at the (speaking engagement here)
- In October (Date here), selected to speak to (deleted) regarding the aftermath of (deleted)

Strengths:

- Extremely dedicated, committed, and community-oriented individual.
- Strong work ethic with a positive attitude in daily work situations.
- Self-motivated with strong initiative shown in daily tasks.

With these qualifications and strengths, along with my past experience and education as highlighted on my enclosed resume, I believe I would be a great benefit to (company name) as a (Title). I welcome the opportunity for an interview, where I can further discuss the positive impact I can provide in this role.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

(Your Name here, signature above)
Enc: Resume