**SCHOOL SOCIAL WORKER**

August 30, 20XX

Dear Hiring Manager,

I'm pleased to have the opportunity to apply for the School Social Worker position at Westwood Academy. I am passionate about collaborating with educational staff to create an optimally conducive and positive learning environment for all students. I am also eager to use my skills in communication and staff collaboration to make this happen at Westwood Academy—an educational entity that is known for helping within the community through programs such as the Youth Covenant House.

I possess a master's degree in social work from St. Helena University, and I graduated top of my class. I also received supervisory recognition for my field experience at Clearwater School District. During that tenure, I provided initial analysis for troubled youth, ongoing analysis of their behavior and recommendations for educational procedures and plans.

My experiences thus far in social work have made me keenly aware of how important it is to maintain accurate student records and meet deadlines for parent/staff meetings, as well as the importance of implementing individual student programs. I understand how to recognize student needs and make unique provisions when necessary and communicate with parents, even outside of normal school hours, to ensure that a positive and motivational environment exists beyond the classroom. I was responsible for assisting with a caseload of 200 students at the 12th-grade level, and my team helped improve the graduation rate by 10%.

Thank you for allowing me to present my background and skills in order to be considered for the School Social Worker position at Westwood Academy. I am looking forward to our meeting to discuss this position further and how I can contribute and help students flourish within your educational environment.

Sincerely,

Amy Chan