Here is a sample cover letter for professionals who are applying for positions such as social workers.

February 14, 2003

Mr. Luis Fitsgerald

St. Augustine Health Corporation

111 J. Narrow Street

Philadelphia, PA 19102

Dear Mr. Fitzgerald:

I read about the ad about the vacant position your company is looking for. I am writing this cover letter as my response to these ads I would like to express my sincerest interest to apply for the social work position in the Social Services Division of St. Augustine Health Corporation.

During my high school and college years, I was an active member of several volunteer organizations. I finished an undergraduate degree of social works in the University of the West with specialization in health care. After graduation, I worked as health care advocates and counselor in some health care institutions such as hospitals. I continued my studies and finished Master in Social Works.

If you wish to know more about my experiences and potentials, I will be pleasure if you set an interview with me. Please review my attached resume and certificates for more information. I will be looking forward to your response. Thank you.

Very truly yours,

Bryan Lim