James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post of Outreach Worker.

Dear Mr. or Mrs. or Miss HR Manager,

As soon as I saw that advertisement for this position, I couldn't hold back. I am writing this application to apply for the post of Outreach Worker in your reputed organization.

Previously I have over nine years of experience as a social worker in [mention the name of another company]. In my previous role as a social worker for [mention the name of the company], I have gained experience in different counseling services to the victims of various domestic violence in different specialized programs run by the government.

My ability to communicate frequently with all of my clients has gained me a very high and good quality feedback as well. My interpersonal skills and my nature towards my work are very well received by all of my clients which allows me to reach them to help them guide the way to reach their goals.

I am a very dedicated and detailed oriented person in nature, and I always have complete documentation always ready after every program, which is highly appreciated not only by the clients but also by my organization's colleagues as well.

I have the ability to make my clients believe that I am the best in this field and that no other can fit in my position. I would be much honored to bring all of my skills as well as my past experience, to your esteemed organization.

I am hereby attaching my resume with this letter for your reference. Kindly go through it, and I hope you will get back to me very soon. I am really looking forward for this opportunity, and I'm very excited to work with you all.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]