[Mention date]

To,

[Mention name of Hiring manager]

[Mention name of the company]

[Mention address of the company]

Dear [Mr. /Mrs. /Ms.] [Manager's name]

It is with extreme pleasure that I am writing this letter of application for the role of a school social worker at [mention the name of the institution]. As soon as I came across the ad posted by the institution in [mention the medium], I applied here immediately as I firmly believe that I have all the required academic qualifications, skills, and experience needed to function successfully in this position.

After obtaining a [mention the name of the degree] from one of the most well-recognized institutions in the country, [mention the name of the institution], I went ahead and received a [mention the name of the degree] in the year [mention it], a bonus in this field. As a hardworking, determined and ambitious person, I have always tried hard and have done well.

I would like to state that I have all the abilities that an able school social worker should have. I have good organizational and communication skills. I have social perceptiveness and active listening skills, and most importantly, I have proven experience working in a school before. I always believe in obtaining as many skills as I can as that would mean greater success for the institution I am working for.

For [mention the time period], I worked at [mention the name of the institution] as a school social worker and I am happy to mention that being there I successfully fulfilled all the tasks assigned to me. My job responsibilities included offering meaningful information to parents, students, and school staff, offering leadership in forming school discipline policies, and helping the school committee in developing and implementing educational programs for kids.

Thank you for considering this application letter of mine and if you hire me then I can give you my word that I will put in my best efforts for the greater success of the institution.

I will be waiting for a positive reply from your end.

Sincerely,

Signature

[Mention your name]

[Mention your address]

[Mention your contact details]