

[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]

I am framing this letter to apply for the position of school social worker at [mention the name of the institution]. It has always been a huge dream to work for your preeminent institution and having all the desired educational qualifications, abilities, and experience, I believe that my dream will soon turn into reality.

I have successfully achieved a [mention the degree name] from one of the most illustrious institutions of this country, [mention the institution's name]. Additionally, I have also been fortunate enough to receive the [mention the name of the degree], a [mention the number of years] course in the year [mention it]. I have always worked hard and I believe that hard work always pays off and paves way for a greater path.

From [mention the year] to [mention the year], I served as a school social worker at [mention the name of the institution]. Performing there, I worked directly with the school administration, giving strong leadership in creating the school discipline procedures and policies, and helping the students to address different issues, and solved them. In my long journey over there, I am glad that I gained enough recognition.

As far as my skills are concerned, I have all the abilities that you can expect from an able school social worker. I possess active listening, solid critical thinking, and strong communication skills. Additionally, my willingness to acquire more and more skills is what makes me different from the other candidates, I believe.

I would sincerely request you to let me be a part of your noted institution and I will always put in my genuine efforts to add only value to the development of the institution.

Thank you for going over this application letter of mine. I will be waiting for your call for an interview.

Sincerely,

Signature

[Mention your name]

[Mention your address]

[Mention your contact details]