

Email "cover letter"

To: cdavis@cms777.edu

Subject: Central Social Worker position-K. Janson

Dear Dr. Davis,

I am writing to apply for the Social Worker position available at Central Middle School. I learned of this opportunity through Jackie Johnson at Anderson Middle School and she suggested I apply for the position. I am confident that I have the desired skills and abilities to establish a strong rapport with students, while directing them in making positive academic and life decisions. The prospect of initiating and developing strong relationships with a diverse student population is exciting.

My education, experiences and skills lead me to be an excellent candidate for your position. I recently graduated from the College of Saint Benedict with a major in social work and a minor in Sociology and have taken a variety of courses related to human behavior, ethics, development psychology, and race and cultures. Last year, I was selected and participated in a diversity training retreat with twenty-five other students; together, we discussed and practiced ways to respectfully talk about various issues related to diversity. Working as a camp counselor/supervisor provided an opportunity to work with a variety of children and organize/lead activities. I interned at Anderson Middle School and again supervised and lead small groups as well as worked with individual students and their families. My experience includes the ability to develop rapport and assisting diverse students with sensitivity, and managing multiple projects in time-sensitive situations.

Central's program to enhance and encourage positive interactions among students is a wonderful program to teach and promote respectful behavior. The program utilizes the energy and enthusiasm of this particular age group and I am very interested in contributing to these and other efforts.

I have attached a copy of my resume for your review. I look forward to being able to meet with you to further explore the contributions I could make at Central Middle School. Thank you for your consideration.

Sincerely,

*Kelly Janson*

Kelly Janson