

# MARKETING YOUR CAREER: GSSW COVER LETTER GUIDE

## HEADER

- Your top header should match your resume. Use a professional font
- Include employer's full address and name at the top of the page
- Avoid using "To Whom it May Concern" by calling the HR representative and asking for the name of the hiring authority.

### Name

Denver, CO • (xxx) xxx-xxxx • [email@gmail.com](mailto:email@gmail.com) • [Linkedin.com/yourname](https://www.linkedin.com/yourname)

Date

Recipient Name

Title

Address

City, ST Zip

Dear Recipient Name,

I am writing to apply for the Mental Health Coordinator position at The Social Work Center (SWC) posted on DU Pioneer Careers. SWC has a long, successful history of providing victims of domestic violence with mental health services. With my in-depth experience in homeless shelters and commitment to domestic violence issues, I am uniquely qualified to help advance SWC's work through mental health counseling and innovative program development.

My professional background is a direct match to your employment needs. In my current role as Mental Health Counselor at the Denver Shelter Program (DSP), I provide comprehensive mental health counseling to homeless women and adolescents who have experienced domestic violence. In partnership with DSP's social work staff, I facilitate weekly group counseling sessions and develop workshops for clients and their family members, increasing participation by 30% during the last year.

In addition to my professional experience, I hold a Master of Social Work degree from the University of Denver Graduate School of Social Work. Through my education, I have developed invaluable community practice skills, including administration, policy development, advocacy, and community organization experience. I make full use of these skills in my current position, leading efforts to organize events and advocate on behalf of DHP's clientele while expanding community partnerships with local nonprofit organizations. I am eager to leverage these skills to support SWC's goal of enhancing services and reach through community outreach.

Given my professional background, academic experience, and commitment to domestic violence issue enhancing community development, I am confident that I would be an excellent addition to your team. I would be happy to follow up with you in the next week to schedule a time to meet with you; however feel free to reach out to me directly at 303-871-1234 or [first.last@gmail.com](mailto:first.last@gmail.com). Thank you for taking the time to review my resume and considering my candidacy.

Sincerely,  
(Signature)  
First Last

## OPENING

- Open by stating your interest in the position
- Do your research and address why you're interested in this position/organization
- Provide a quick, one sentence overview of your qualifications as it relates to the position

## MIDDLE

- Address how you have met the skills and experiences mentioned in the job description
- Include specific results or outcomes for each skill
- Tie each paragraph back to the position you're applying for

## CLOSE

- Restate your interest in the position and organization
- Include how they can reach you
- Thank them for their time and consideration

## FORMATTING TIPS

- Each cover letter should be tailored to the position you're applying for
- Use a professional font such as Times New Roman, Bell MT, Garamond, or Arial size 10.5-12pts.
- Cover letters should not exceed one page in length
- Single spaced, add one space between paragraphs
- File name should be fullname\_Cover Letter.pdf
- Re-read and spell check everything! Better yet, have someone else take a look at it before sending it off