[Your Name]
[Street Address]
[City, ST ZIP Code]
Date (Month, Day, Year)

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am applying for [job title] that I found through (give website or name of person if you have a referral). I recently graduated or will be graduating from the University of Southern California with my Master of Social Work degree with a Concentration in [blank] (mention your Sub-Concentration if you have one). End this paragraph with one sentence that states your interest in the company. Do research on the company and find something that they’re doing that you relate to or admire that makes you want to work there.

[Read the job description carefully. Identify what the job requires, then ask yourself how you fulfill them based on your experiences and background. Reflect on the experiences in your resume and then write a cohesive summation about how your experiences qualify you for the job and how you would be able to contribute to their organization.]

This is a job opportunity that I am very interested in and would welcome the chance to discuss it in further detail. I can best be reached at [cell phone number] or [email address].

Thank you for your consideration.

Sincerely,

[Your Name]