

**XXXXXX**  
123 Smart Street  
Elizabeth, NC, 22234  
(XXX) XXX-XXX  
[XXXX@eagles.nccu.edu](mailto:XXXX@eagles.nccu.edu)

April 16, XXX

Dear Ms. JXX and Ms. XXX:

My name is XXX. I am extremely interested in an internship position with the XXX. I am a 1<sup>st</sup> Year MSW student at Carolina Central University. I learned about your agency's internship program from Ms. Dionne Moore, Field Director, at North Carolina Central University. Ms. Moore made me aware of your agency and shared that a number of social work students have been placed with your organization. After my conversation with Ms. Moore, my interest in your agency was piqued. As such, I conducted some research on your agency, its missions, goals, programs, and services. I truly believe that interning with the XXXX would provide me with a comprehensive learning experience in all levels of social work intervention (micro, mezzo, and macro practice). Furthermore, a field placement with your organization would help develop and hone my social work skills, practice behaviors, and competencies for working with the individuals and families.

As an intern with the XXXX, I would enhance my communication skills, active listening skills, advocacy skills, empathy skills, and interpersonal skills. Moreover, I would learn important community outreach and community education skills that would ultimately prepare me for future social work endeavors.

In closing, if given the opportunity to intern at the XXXX, I will work tirelessly to assist the clients served by the organization. I will demonstrate empathy, dedication, compassion, professional and personal integrity, strong initiative, creativity, a fearless attitude, and exceptional organizational and leadership skills. Last but not least, I will work to foster client success and self-sufficiency from a strengths based perspective that will incorporate the client's strengths and skills within the intervention plan.

Enclosed is my resume for your review. I welcome the opportunity to discuss my interests with you personally and look forward to the opportunity to meet with you for a field placement interview with the XXX.

Sincerely,

XXXXX

XXXX XXXXX

XXXX Bradford Place.

Durham, NC 27713

XXXX@eagles.nccu.edu

Ms. XXX

Site Director

Adult Outpatient Programs

XXXXX Agency

1115 Johnson Court

Raleigh, NC 2700

Dear Ms. XX:

My name is XXX. I am a 2<sup>nd</sup> Year MSW student at North Carolina Central. I am writing to express my interest in a social work intern position with XXX, specifically working with children and youth. From my research of SouthLight and conversation with Ms. Dionne Moore, Director of Field Education, I am confident that a social work practicum at your agency will provide me with a rich and comprehensive social work learning experience. Your agency provides extensive programming, services, and support to adults, children, youth, individuals, and families through a variety of initiatives and programs. I am particularly interested in your Youth and Families Services program and Criminal Justice Service program as the missions and goals of these programs relate well to my professional and personal interests.

I am offering ten years of experience in working with adults, children, and adolescents. I also have had five years of experience with children, adolescents, and their families. My passion to work with children and their families is longstanding and I have enjoyed various opportunities to work with youth in a volunteer capacity. As a volunteer, I have mentored and helped guide children and adolescents as a volunteer with the Big Brother Big Sister program, the Boys and Girls Club, and a local church. Additionally, I implemented behavior modification techniques as needed, discussed and analyzed real life situations individually and in groups, provided children with positive reinforcement, worked closely with children and their families, applied problem solving skills, facilitated activities and small groups, and cooperated with leadership to better serve the children. Serving the children and adolescents has helped me to improve in the areas of leadership, time management, organization, and communication skills. I have great compassion and empathy for those who are suffering, which has helped me to

encourage the children and adolescents to be empowered and have a positive outlook in life. In closing, I would thoroughly enjoy a social work field placement with XXXX. I have included my resume for your review and consideration. I look forward to the opportunity to meet with you with regard to my field placement interest.

My social work education and learning experience is important to me personally and professionally. As such, I am seeking a rigorous field placement that will help me to further develop and hone my social work skills to work effectively with children and families around issues of substance use, addiction, and mental health. My social work education has provided me with a solid foundation to work with diverse populations, practice cultural sensitivity, be empathic, ethical, competent, think critically, and to embrace the role of a student learner. I would greatly appreciate an opportunity to meet with you to discuss my interest in a placement with SouthLight in greater detail. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

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