

123 University Way  
Shippensburg, PA 17257

*Do not copy  
word for word*

September 14, 2010

Ms. Lida Ship, Director of Human Resources  
Helping Services, Inc.  
100 North Cameron Street  
Harrisburg, PA 17011

Dear Ms. Ship:

While researching field placement opportunities through the Social Work department at Shippensburg University, I discovered information about Helping Services, Inc. After reviewing information about your organization further, I am interested in completing my field placement with you.

*Tell them how you became interested and/or why.*

As a social work major at Shippensburg University, I am required to complete a field placement during the Spring 2011 semester. This placement will begin on January 18 and end approximately April 22, 2011. I must complete 430 hours of work in a social work setting and an agency-based research project. My criminal background clearance, child abuse clearance and liability insurance will be obtained before I begin.

*You can quote this paragraph.*

Throughout my undergraduate experience, I have sought opportunities to gain more knowledge of various human services fields, especially related to youth services. I spent 120 hours working for the Head Start Program. In this experience, I acquired knowledge in working with underprivileged children, ages 3 through 5. Last summer, I worked as a camp counselor where I applied leadership and organizational skills to create lesson plans and developed effective strategies to actively engage all children in planned educational, recreational and social activities. I developed interpersonal skills and communication skills while interacting with students, ages 4 through 13. A field placement with Helping Services, Inc. will complement my previous experience in order to better prepare me for a career in social work.

*Tell them how you have prepared. This can include coursework if other activities are limited.*

My ideal field placement will provide me with the opportunity to apply the skills and knowledge I have learned throughout my social work education. I hope to gain experience working with families and learn from a field instructor who can provide support and guidance to be successful. I am eager to shadow a social worker and then learn how to work independently.

*Give them a sense of what you are looking for. Change for different types of agencies.*

I will call within the next week to speak with you further about the opportunity to complete a field placement in your organization. Thank you for your time and attention to my inquiry. I look forward to meeting with you to further explain the requirements for my field placement, my qualifications, and how I can contribute to Helping Services, Inc.

*Wrap up the letter with a strong concluding paragraph.*

Sincerely,

*Suzy Success*  
Suzy Success

*Sign your name*

Enclosures