

## Field Placement Cover Letter – SOWK 5606 Example

Your Name & Contact Information

Name of Agency Contact & Contact Information

Dear \_\_\_\_\_,

**Opening Paragraph – Who are you? What are you applying for? Why have you selected this particular agency? Demonstrate knowledge of the agency and agency mission/mandate, programs/services, and/or specific placement opportunity.**

I am a Master of Social Work student from Carleton University, and I am submitting this cover letter and attached resume for your consideration for a social work field placement opportunity with \_\_\_\_\_. I am seeking a field placement opportunity to run four days per week from January 9<sup>th</sup> to early April 2023, for a total of 450 field hours. I am highly motivated to learn and contribute at \_\_\_\_\_ because \_\_\_\_\_ (identify what inspires/interests you to want to learn & contribute in this specific setting).

**Middle Paragraph(s) – What skills and experience and/or attributes do you have that would make you a strong candidate for this particular placement opportunity? Demonstrate that you have researched the placement setting and comment on your relevant skills/experience for the specific position to which you are applying.**

In addition to my current studies in social work, I hold a Child and Youth Worker diploma from Algonquin College and have three years of experience working with children, youth and families in a range of settings. I have the foundational knowledge and skills required to work with children, youth and families experiencing a wide range of emotional, social, behavioural and/or mental health needs. Specifically, I have worked as a Camp Counsellor at Camp Ten Oaks, which is a residential camp for children and youth from LGBTQ+ families and communities. I have also worked as a Residential Support Worker at the Youth Services Bureau, where I have provided residential supports for youth who are homeless or at risk of homelessness. Lastly, during my third-year field placement as part of my social work studies, I helped to facilitate social, recreational and educational activities for children at the Ottawa Inuit Children Centre. I am a motivated learner, who works well both individually and as a member of a team. I also hold a valid driver's license, have access to a vehicle, and am available for flexible hours as may be needed.

**Closing Paragraph – Thank the reader for their time and consideration of your application.**

Thank you for your time in reading this letter and the enclosed resume, and for considering me for a field placement opportunity with \_\_\_\_\_ for the winter term. I look forward to hearing from you.

Sincerely,  
Insert Name