

## Sample Cover Letter: Social Work Practicum Application

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Dear Practicum Coordinator,

Effective inquiry and active listening to accurately assess client needs are what I do best. Whether I am facilitating a group session or assisting clients to find the perfect outfit for a special event, I consistently build rapport with my clients and team to strengthen relationships. These qualities, along with my experience delivering client-focused service, are what I hope to contribute as a **Practicum Student** within your agency.

As a Peer Volunteer Educator at Women's College Hospital, I am committed to enhancing client knowledge of sexual and reproductive health, allowing clients to make informed decisions. For three consecutive summers, I collaborated with a health professional to facilitate bi-weekly sessions for groups of 10 young adults to discuss their concerns about safe sex practices. These sessions also included clarifying definitions related to reproductive health and rights, the importance of disease prevention, as well as diversity education. By discussing group norms, encouraging sharing and fostering a safe environment, the group felt confident in sharing their experiences. I was often commended for my keen ability to address the groups' questions and for my diverse knowledge of easily accessible community supports. As a result, I have been asked by my supervisor to assist in the development of new peer group programs this upcoming summer.

Additionally, as a Customer Service Representative at the Bay, I often utilize my effective communication skills to surpass client expectations. By asking clarifying questions and paraphrasing to ensure I understand the clients' needs, I am able to provide tailored service much more efficiently, allowing me to surpass sales goals.

I am confident that my dedication to providing quality service and exceptional communication skills will be an asset to your team and would welcome the opportunity to meet with you and further discuss this practicum opportunity. I can be reached at (416) 241-2412. Thank you for your time and attention.

Sincerely,

Jane Chan