

KIMBERLEY V. SMITH

1565 Pavonia Avenue • Jersey City, New Jersey 07302 • 201/ 782-1235

Dear Madam or Sir:

I would like to apply for the position described in your recent advertisement. The requirements of the job call for many of the skills that I have developed in social services during my career. The enclosed summary of my background highlights those areas of my work and education that I believe match the qualifications that you are looking for. For example:

As a case worker for Jersey City Welfare, I was responsible for numerous services to clients including those outside of the normal capability of the agency. I assisted in referrals for medical treatment, food services, substance abuse, and even burial services.

As an investigator for the same agency, I was a member of a team of six set up by the Mayor to correct prior fraudulence. We were responsible for re-establishing the eligibility of applicants and the extent of benefits to be received.

I attended a number of workshops on investigation techniques, drug and alcohol abuse, and welfare eligibility.

I believe that I have a high commitment to social improvement and that I can make a genuine contribution in this field. There are other aspects of my experience that will interest you and I would welcome the opportunity of meeting with you to explore how I might best fit into your plans. Please contact me at my home, 201/ 782-1235.

Although salary is important, my primary concern is the challenge that this position offers. My salary requirements will undoubtedly fit into the fair range I am sure you have in mind.

Sincerely,

Kimberly V. Smith

Encl: résumé