Dear *[Organization Name]*,

My name is *[Name]* and I am a *[Bachelor's or Masters]* of Social Work student at the University of Texas at Arlington. I am currently looking for an unpaid social work experience starting in *[Month Year]*, related to these fields:

* *[Area interests; list at least 3 areas]*

*[Discuss interest in organization and discuss how it fits your goals]* While doing research on organizations, I saw that your agency covers one or more of the fields above. I feel that the goals of the organization align with my personal goals of making a change for the better. I believe that I would be able to learn a great deal in your organization while still contributing a lot to your cause.

*[State your strengths]* I am passionate about assisting others in achieving their goals and want to create change at a higher level. It would be greatly appreciated if you could review the attached cover letter and resume and consider me for a placement in your organization.

Thank you for your time and I look forward to hearing from you.

**[Name], [MSW/BSW] Student**

University of Texas at Arlington

Phone:

Email: