Dear Social Work Partners,

I’m writing to express my interest in an internship placement at your respective agency. I will graduate with my BSW in May of 2024 and will be working towards my MSW. A placement at your agency will allow me to further my social work education and gain valuable field experience. A placement at your agency will allow me to further my experience in social work skills such as engaging with clients and families, advocacy and interventions.

I will have completed over 700 hours of social work field experience in my Bachelor's degree. I completed my junior-level internship at Legacy Hospice in Richmond VA. At this placement, I provided end-of-life support to patients as well as grief support to families. I worked with individuals providing emotional support and companionship. I assessed the needs of the patients and provided interventions to improve their quality of life. At this placement, I gained experience with policy research and advocacy in the area of hospice. My senior field placement is at Circle Center Adult Day Services in Richmond, VA. At the placement, I engaged with the participants daily. I worked with the interdisciplinary team to evaluate the participant's satisfaction at the center and provide needed interventions. I also gained experience working with leading support groups for caregivers. Other responsibilities at Circle Center included helping families navigate Medicaid, providing check-in phone calls to families, and assisting inquiring families learn more about the center and help them get enrolled at the center. Through my internship placements and social work education, I have gained essential social work skills and companies that I hope to build upon at your agency.

I am interested in working with the older adult population as well as the medical field. These fields relate to my previous field experience, I have found that I have an interest in this area and would like to continue my social work career in that direction. I am also willing to experience other client populations and fields in social work to further my social work competence.

As an social worker at your agency, my strengths will be a valuable asset. I feel that my strengths include creative problem-solving, active listening, and dependability. I feel that my previous field experiences built a strong social work background that will be valuable at a placement at your agency.

Best,

Abigail Hoffman