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**Dick Kasolo**

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4th September 20XX

**Human Resource Manager**

ABC Hospital Limited  
123 Address St  
Anytown, ST 12345

Dear Sir/Madam,

**Re: Application for the post of Senior Social Worker**

I am very keen to apply for the post of Social Worker that was recently advertised on ABC Hospital Website and enclose my CV for your consideration.

I am a fully qualified social worker with 10 years of experience in City and District Council's social work department. My experience involves the successful management of a demanding caseload that has included elderly people and people who have learning disabilities and/or mental health issues. I have the ability to deal with what can be difficult and emotional issues in a calm and practical manner by finding out what is really important to the client's needs.

My ability to communicate and reach agreement with other agencies, such as primary care practices and psychology services, is first class and I have a team approach to establishing what is best for each individual. I am used to working unsocial hours, including evenings and weekends.

I would like to discuss my application further with you and welcome the opportunity to attend for interview. I shall contact you within the next few days to check if having an informal discussion about the post is possible.

I look forward to hearing from you.

Yours Sincerely

**Dick Kasolo**