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Dear Mr JONES,

**Social Work Vacancies**

I am writing to you in follow-up to our telephone conversation on January 17th. I appreciate the time you took to explain your current social work vacancies and inquire into my experience. I have enclosed my application as you requested. I feel this will demonstrate how my experience and education can benefit your hospital.

I have been the Associate Director of an Intensive Residential Chemical Dependency Program for over a year. During this time I have refined my managerial and leadership skills, in addition to refining my clinical expertise. I lead a multidisciplinary team that works to provide the highest quality care in chemical dependency, mental health, and physical health. I have worked to implement evidenced based practices as Associate Director, and consistently strive to provide a cutting edge service.

I have recently received my License in Clinical Social Work, and have experience working in both the mental health and chemical dependency fields. I have worked with a variety of client populations, cultures, and diagnoses. I consistently strive to be person centered in my practice. In doing so, I find I am able to engage and be effective with not only clients, but with the staff I have supervised.

I look forward to scheduling an interview at your earliest convenience.

William TAYLOR