Dear Field Instructor,

Your opening paragraph should be captivating, introduce yourself as a BSW social work student and indicate what year you are currently enrolled in. Tell the agency why you are writing this letter and highlight your strengths and how they make you suitable for a social work placement.

Your second paragraph should be more specific about why you should be considered for a placement. Take this chance to show your enthusiasm and outline what your contribution to the agency will be. Identify your transferable skills and use concrete examples. How is your work and or volunteer experience and other related achievements relevant to this placement? How will these attributes help you succeed in this placement? It is best to use examples to demonstrate your suitability.

Your third paragraph should identify your learning style, comment on your hopes and expectations for the placement and make sure to include your goals for supervision.

Your last paragraph should thank the agency for considering you for a placement. Let them know you are available for an interview and include your contact details. Include your **student email** address.

**Your cover letter should only be 1 page**

Sincerely,

Your signature