
SAMPLE RESUMES

Prepared By:

**GCSW Center for
Career & Professional Development**

BASIC RESUME WRITING TIPS FOR SOCIAL WORKERS

1. **Your resume is an advertisement for you!** It's your time to be in the spotlight, so keep it attractive and simple. Make sure to write a resume that fits the job you are seeking today!
2. **Select a typeface that is friendly to the eyes.** Selecting a typeface that is easy to read will make a difference to the employer who has to read many of them at once. A typeface similar to the one we are using here, a typeface without serifs, is a good way to introduce yourself. Imagine an employer reading 100 resumes with this typeface. The embellishments at the ends of the letters make reading them very tiring on the eyes. Using a typeface that is simple helps to create an uncomplicated, straightforward resume.
3. **Employ the 3-Second Rule.** An employer can tell within 3 seconds if he or she wants to take a second look at you. You will want to use the techniques described herein to get the employer to do that.
4. **Begin with your name, address, phone number, and email address in an easy-to read format.** While there are many variations on this, we prefer a centered, bold typeface for name, a centered, light typeface for the rest of the contact information. In this manner, your name sticks out right at the top, all of your contact information is directly below, and the employer does not have to skip all over the top of the page to find contact information. It is easy on the eyes and you are making it simple for the employer to recognize your name and to contact you.
5. **Do not omit an objective.** The best use of a job objective on a resume is to have a job objective that is specific and targets a job that is available. Not having a job objective is like asking someone to define your career for you. You may target your objectives to specific positions for which you are applying. Overly general objectives like, "Seeking a position where my skills as a social worker can be used to help individuals in need and to better the agency's goals" is telling them nothing, so you might as well not even use it. Instead, for a position of medical case manager, use something like, "Seeking a position as a case manager in a medical setting where my well-developed skills in psychosocial assessment, knowledge of community resources, expertise in the use of computerized medical case records, and thoroughness in discharge planning can be used to improve patient outcomes." This is a good reason to have gleaned as much information about the job as possible from clinic workers, the job description, the clinic's website, patient reviews, etc. before applying.
6. **Have a brief, positive, upbeat Summary of Accomplishments or Summary of Qualifications.** As much as possible, make it results or impact-focused. Be recognized for something, even if it was a one-time off-hand compliment by an intern supervisor. You can say, for example, "MSW medical case manager with expertise assisting underserved populations in economically disadvantaged neighborhoods

with proven results for managing and improving personal hygiene and diet. Recognized as an effective health educator with highly organized and thorough diagnostic, follow up, and computerized documentation skills.”

7. **Don't forget to list your educational credentials.** America is a society, rightly or wrongly, of credentials. Be certain that you do not overlook placing your degrees on the resume and don't hesitate to add, where relevant, Cum Laude, Magna Cum Laude, Summa Cum Laude, etc.
8. **Experience Counts.** Depending on the type of resume you select, experience can be listed in categories by groups of skills such as Clinical Skills, Program Development Skills, Grant Writing Skills, etc. They can also be added under your listing of employers. These skills must be bulleted and results, impact, or accomplishment-focused (See number 9 below).
9. **Have a results, impact, and accomplishment-focused resume.** Whether you are describing the skills or duties you performed on the job, think in terms of the impact you had on those you served, your employer, or community. *Do not simply list your job duties, empower your resume to serve you by attaching accomplishments to those duties. Begin your descriptions with a verb!*
10. **Empower the employer to hire you by mirroring the words in the job description on your resume.** In some cases, computers do the screening of resumes and they look for similar or exact words that are used in the job description. Maximize your chances of being a match either by a computer or by a human by employing exact words in the lexicon of your resume.
11. **A resume may be more than one page but no more than two.** If you have more than one page on a resume, use a header on page 2 that is your name and page number TO THE RIGHT SIDE OF THE PAGE FOR EASY IDENTIFICATION. For example:

John Q. Doe Resume – Page 2
12. **Don't be afraid to use white space. Neatness counts.** A resume that has some white space between its various segments creates a positive, uncluttered impression. Using bullets to identify your results and impact-focused qualifications is a good way to bring attention to them. A resume says more about you than just what is printed on the pages; it can convey the image of competence and its orderliness allows the employer to concentrate on what is important — the skills, experience, qualifications, and training that you bring to the position.
13. **Keep personal information to a minimum.** Other than awards, recognitions, and special skills that will help an employer decide if you are the right person for the job, because it is directly related to the job, the only other personal information you will need on a resume is your contact information at the top.

14. **Select a resume format that is right for you.** There are 3 types of resumes, *the Chronological Resume, the Functional Resume, and the Combination Resume* (descriptions below).
15. **Print your resume on high quality, white or off-white paper.** When sending a resume out via snail mail, furthermore, use matching envelopes. A high quality cotton based paper creates the impression that you take yourself, the job search, and the employer seriously.
16. **Add honors, awards, recognitions, scholarships, etc. to your resume.** All honors, awards, recognitions, scholarships, etc. add value to your resume. This is no time to be modest! You create the impression that others have valued your work, so your work has value.

THREE BASIC TYPES OF RESUMES

WHICH RESUME IS RIGHT FOR YOU?

There are three basic types of resumes, and all of them are designed to do the same thing, but each in a different way and that is to show the employer that you are the most qualified for the job.

The Chronological Resume: This type of resume is simply a *chronology* of your work history. It is designed to tell the employer what jobs you have had, what accomplishments were achieved, and what impact you made at the agency. This type of resume begins with your current or most recent position and works backward. A good rule of thumb is to go back no more than ten or fifteen years. This is an excellent resume to use if you are changing jobs or seeking promotion *in the same field* in which your most recent position occurred.

The Functional Resume: This type of resume is ideal for those who want to enter a new career (like recent college or graduate school grads) and for those who do not have much work or paid experience in their new chosen field. It is also good for those who have large gaps in employment, perhaps due to illness, family situations, imprisonment, loss of a job in difficult economic times, etc. This type of resume downplays the lack of experience and highlights the skills that you will bring to the job. In other words, it tells the employer *what you know how to do* by bringing out the *functions* you can perform for the employer.

The Combination Resume: This type of resume is a *combination* of the Chronological Resume and the Functional Resume. It first *lets the employer know what you know how to do on the new job* and then *highlights skills on previous jobs* as they are chronologically displayed. This type of resume helps the employer understand that you are prepared with the skills as well as some relevant or related work experience for the tasks to which you will be assigned in a new job.

SAMPLE SUMMARY STATEMENTS

If the resume can be considered an advertisement for you, the Summary Statement on a resume is your "sound bite". A good Summary Statement is a *brief* statement summarizing your impact or achievement-oriented experience, skills, trainings, and personal attributes, in effect, a "mini-30-second or elevator speech". A good Summary Statement will "draw in" an employer to read further and since every one of us has been recognized or complimented for something on the job, it is a good idea to include a statement about something for which you have been recognized. Below are some examples.

SAMPLE MACRO SUMMARY STATEMENTS:

Program Developer: Highly trained program developer with hands-on experience in designing, developing, and implementing social service projects that successfully address emerging community needs. Recognized for creatively engaging and employing volunteer resources from local universities and colleges, local businesses, the United Way, and social service agencies, successfully leveraging these resources to accomplish the project's goals.

Legislative Researcher: Thoroughly trained legislative researcher with a proven track record of employing an array of sophisticated research techniques to ferret out minute, but significant facts for investigative purposes. Recognized for culling voluminous relevant documents and providing cogent analysis and synthesis as well as articulate reporting of pertinent facts.

Fund Developer: Highly energetic, thoroughly trained, seasoned fund developer with expertise in designing, developing, and implementing annual and sustained giving programs. Trained to write interesting, engaging, and substantive grants and to use complex grant writing software to maximize output and efficiency. Recognized as a highly effective fund developer and relationship builder who employs successful marketing techniques to improve the donor base.

SAMPLE MICRO (CLINICAL) SUMMARY STATEMENTS:

Case Manager: Case Manager having successfully completed the MSW program at the University of Houston. Trained to conduct thorough needs assessments, including the use of motivational interviewing, create effective action plans, and make appropriate community referrals from a broad knowledge of community resources. Documents and maintains records accurately and thoroughly, mindful of the goals, objectives, and tasks of the grant under which the program serves and that are the operational parameters and expectations of the funding source. Recognized as an empathetic, caring, self-starting professional who gains the trust and respect of the client and who effectively motivates the client to achieve the goals of the action plan.

Therapist: Master's Degree social worker with finely honed training in diagnostic assessment and in developing and implementing effective client therapeutic plans. Effectively monitors and documents client well-being and overall adjustment. Recognized as a strong inter-disciplinary team member whose intervention strategies, particularly developed for high-risk and underserved populations, produce highly efficacious results.

Medical Social Worker: Trained medical social worker with a master's degree from the University Of Houston Graduate College of Social Work. Employs thorough psychosocial and diagnostic needs assessments, patient treatment and discharge plans. Recognized for ability to utilize sophisticated medical records computer programs, as well as to effectively engage the client in empathic intervention strategies that lead to successful patient outcomes.

Sample Chronological Resumes

Eloise Doe

4398 Montclair Drive

Houston, TX 77025

(713)666-0000

abcdefg@yahoo.com

A master's level social worker with specialization in pediatric health care and childhood diseases. Experienced in working with patients and families afflicted with advanced kidney and liver diseases, issues surrounding transplants, and numerous other childhood illnesses. Expertise includes individual, group, and play therapies, family and crisis interventions, grief counseling and resource referrals. Ongoing volunteer work displays career commitment to children's health.

EDUCATION

University of Houston – Graduate College of Social Work Houston, TX
Master of Social Work, May 2012

- Dean's Advisory Council Scholarship

Texas A&M University College Station, TX
Bachelor of Science in Psychology, May 2010

- George and Mary Josephine Hamman Scholarship, 2006-2010

PROFESSIONAL EXPERIENCE

August 2012 – Present **Memorial Herman Pediatric Clinic** Houston, TX
Social Worker for Pediatric Transplant

- Screen patient charts, conduct patient consultations, perform psychosocial assessments and evaluate children and families for transplant surgery recommendations
- Serve as social worker on multidisciplinary team and conduct case presentations
- Provide individual counseling and handle ongoing case management pre and post-surgery
- Connect children and families to needed transplant resources

August 2011 – May 2012 **Memorial Herman Children's Hospital** Houston, TX
Social Work Intern

- Screened patient charts, conducted patient consultations, performed psychosocial assessments and evaluations of both children and adults
- Conducted case presentations for multidisciplinary teams, provided individual counseling, and assisted with discharge planning
- Provided assessment and treatment of physically and sexually abused children

January 2010-August 2011 **Gulf States Hemophilia Center** Houston, TX
Social Work Intern

- Conducted patient consultations, psychosocial assessments, and co-facilitated parent support group
- Served as a multidisciplinary team member and as a regional conference participant
- Provided program planning for Parents Empowering Parents – parent support group; Camp Ailihpomeh – summer camp for Hemophilic children; Women with Bleeding Disorders – weekend retreat for women and girls with bleeding disorders

2008 – 2009 **Dr. Mary Meagher – Health Psychology Lab** Texas A&M University
Research Assistant

- Assisted in research experiment to determine the effects of emotion on pain subjects, reduced data, analyzed and ran statistics on data

VOLUNTEER EXPERIENCE/ HONORS/ AFFILIATIONS

2010 – Present National Association of Social Workers

2010 – 2012 M.D. Anderson Cancer Center Houston, TX

2010 Golden Key National Honor Society Texas A&M University

Top 15% of students in junior and senior classes at the university

Megan Smith, LMSW

10074 Houston Street

Austin, Texas 72207

(512)466-2098

mst@yes.com

A Master's Degree level bilingual social work professional with expertise in geriatrics. Experienced in assessments, case management, community education, and referrals to community resources. Participates as a valued interdisciplinary team member in numerous geriatric care settings.

EDUCATION

- 01/12 - 12/13 University of Houston, Houston, TX – **Master of Social Work**
Awarded AGIFT Fellow Scholarship
- 08/06 - 6/10 University of Puerto Rico, Rio Piedras, Puerto Rico – **Bachelor of Arts in Social Work**

PROFESSIONAL EXPERIENCE

- 12/13 – Present American Hospice Inc. Houston, TX
Medical Social Worker
- Offer admission coordination, discharge planning, community contacts and referrals
 - Facilitate community education about hospice care to families, patients, and staff
 - Provide grief and bereavement counseling, crisis intervention, and family conferences
 - Serve as the social work member of interdisciplinary team
- 01/13 – 12/13 University of Texas – Houston, School of Nursing – ARISE Houston, TX
Social Work Intern
- Provided geriatric care management in outpatient clinic setting
 - Handled referrals and contacts to resources in the community
 - Developed presentations on issues relating to geriatrics
- 08/12 – 12/12 Sheltering Arms Senior Services Houston, TX
Social Work Intern
- Provided and documented case management services for seniors
 - Handled outreach to the Latino community and made home visits
 - Made referrals and contacts with other agencies and resources in the community
 - Performed assessments and facilitated accessibility of services
- 06/12 – 08/12 HOH – Housing Opportunities of Houston Houston, TX
Social Work Intern
- Performed outreach to the Latino community/made referrals to needed resources
 - Processed financial aid applications for homebuyers; provided telephone support
 - Attended organizational meetings related to geriatrics on behalf of the agency
- 09/10 – 12/11 Brazos Valley Geriatric / Mariner
Social Services Coordinator
- Served as a mediator between the facility, residents, and family members
 - Participated in interdisciplinary team and care plan meetings
 - Completed social histories, assessed residents' progress, and provided documentation
 - Developed and coordinated family council
 - Conducted in-service trainings for staff members
 - Consulted with health care professionals and made referrals to community resources

AFFILIATIONS

National Association of Social Workers
AGIFT Consortium Member

Sample Functional Resumes

THOMAS JONES, LCSW

A highly experienced licensed master's level social work professional with expertise in social services management and program development within the mental health arena. Bilingual in Spanish and English with 10+ years of progressive work accomplishments within social service agencies. A frequently requested conference presenter and a recognized author of numerous articles.

Highlights of Accomplishments

Program Development

- Implemented Family Resource Center project at DePelchin Children's Center
- Created Policy and Procedures for Family Resource Center's Home Care Program
- Co-authored and implemented county-wide respite needs survey for the Houston area
- Designed supportive counseling groups for persons with mental health needs
- Developed training curricula for numerous programs serving those with mental illness
- Trained staff to implement programs

Management

- Supervised up to 15 professional and support staff within agency
- Served as Acting Department Director during frequent absences of Director
- Nominated for Supervisor of the Year 2016 for UH Social Work Field Internship program
- Developed and monitored a \$4 million program budget
- Maintained departmental statistical data for use in budget development and funding proposals

Direct Treatment

- Provided individual and family treatment and supportive counseling to adults with mental illness
- Facilitated supportive counseling groups in Spanish for families and clients
- Prepared social histories and conducted psychosocial assessments at various agencies
- Provided case management services to children and families with mental health problems
- Established community resource linkages for families and individuals in need

Professional Experience

Program Director	DePelchin Children's Center	Houston, TX	2013 to present
Unit Director	DePelchin Children's Center	Houston, TX	2008-20012
Social Worker	DePelchin Children's Center	Houston, TX	2005-2007
Supervisor	Family Service Center	Houston, TX	2000-2004
Caseworker	MHMRA of Jefferson County	Birmingham, AL	1996-2000

Education

Master of Social Work, University of Houston, Graduate College of Social Work, Houston TX, 2000
Bachelor of Arts, University of Alabama, Birmingham, Alabama, 1996

Sample Combination Resumes

Susanne Motts, LCSW

35439 Esson Lake Drive Kingwood, Texas 77023 (281) 835-0264 amtzhk@ev3.com

A Master's Degree level social work professional with advanced clinical practitioner recognition. Extensive experience including assessment, intervention planning and implementation, program planning, crisis intervention, counseling, and education. Expertise includes group facilitation as well as individual therapy and interdisciplinary teamwork.

HIGHLIGHTS OF QUALIFICATIONS

Clinical Practice/Case Management

- Highly experienced in large-scale corporate environments, public schools, and hospitals
- Conduct intensive psychosocial assessments involving adults, geriatric clients, and adolescents
- Conduct extensive group facilitation, including exploratory therapy groups, psych educational groups involving anger and stress management, communication and assertiveness skills, problem solving, discharge planning, and relapse prevention
- Effectively engage and deliver individual, couples, and family therapy
- Engage in supportive case management and discharge planning to assist clients in connecting with appropriate resources
- Provide patient education and information while serving as a liaison with resource agencies
- Active in treatment team approach; develop treatment plans with clients and treatment team members; conduct staffing to monitor client care and progress; facilitate communication among multidisciplinary treatment team members

Program Development/Evaluation

- Serve as hospital representative and liaison with insurance/managed care companies facilitating quality patient care and coverage as Utilization Review Care Manager
- Create and conduct ongoing evaluation and revision of programs to meet client needs
- Initiated and developed resource database to enhance discharge planning and referral process
- Provide computerized medical documentation that meets regulatory requirement

PROFESSIONAL EXPERIENCE

January 2014 – Present	West Oaks Hospital Psychotherapist/Utilization Review Care Manager	Houston, Texas
July 2011 – December 2013	Memorial Hermann Behavioral Health Center Hospital Therapist/Psychotherapist	Houston, Texas
August 2010 – March 2011	West Oaks Hospital Graduate Social Work Intern	Houston, Texas
January 2010 – June 2010	Communities in Schools Graduate Social Work Intern	Houston, Texas
November 2001 – January 2009	Andrews & Kurth, L.L.P. – Attorneys at Law Human Resources Information Specialist	Houston, Texas

HONORS/AFFILIATIONS

Member National Association of Social Workers
Family Violence Center, Peer Advocate
Honor Societies: Phi Eta Sigma, Phi Kappa Phi, Alpha Lambda Delta, Golden Key

EDUCATION

University of Houston – Graduate College of Social Work
Master of Social Work – Health Disparities Concentration, May 2011

University of Houston – Bachelor of Science
Psychology/Sociology (minor), May 2009

ANN LIBERMAN

6748 Salem Street

Houston, Texas 83945

(713)666-6666

azekok@aol.com

REFERENCES

Mr. John Doe
Director of Clinical Social Work
Great Hospital
23456 Hospital Road
Grape City, Oklahoma 56754
(345)345-3456
idoegreathospital.org

Ms. Sally Jones
Manager of Programs
Social Work of America Agency
90789 Social Work Lane
Social Work, Colorado 77777
(333)333-3333
Jones.sally@swaa.org

Ms. Jane Doe
Director of Clinical Social Work
Awesome Hospital
67843 Hospital Drive
Houston, Texas 86540
(555)555-5555
Janed23@awesome.com

Mr. John Smith
Program Manager
Awesome Agency
907698 Awesome Agency Street
Houston, Texas 35677
(111)111-1111
johnsmith@aaht.com

Action Word List

Effective “action” words

For use in identifying skills on the resume.

Acted	Delivered	Invented	Reinforced
Adapted	Demonstrated	Investigated	Reorganized
Adjusted	Derived	Kept	Repaired
Administered	Designed	Led	Reviewed
Advised	Determined	Managed	Revised
Analyzed	Developed	Maintained	Scheduled
Applied	Diagnosed	Mediated	Screened
Appraised	Directed	Monitored	Sculpted
Approved	Drew up	Negotiated	Selected
Arranged	Drilled	Notified	Served
Assembled	Edited	Observed	Serviced
Assisted	Eliminated	Opened	Set criteria
Balanced	Enabled	Operated	Shipped
Billed	Enforced	Ordered	Sold
Bound	Engaged	Organized	Solved
Briefed	Engineered	Packed	Structured
Built	Entertained	Participated	Summarized
Cared for	Established	Performed	Supervised
Carried out	Expanded	Planned	Supported
Clarified	Expedited	Prepared	Surveyed
Cleaned	Evaluated	Presented	Taught
Coached	Facilitated	Processed	Teamed with
Communicated	Fashioned	Produced	Tested
Compiled	Filed	Programmed	Trained
Completed	Formed	Proposed	Translated
Composed	Formulated	Proved	Tuned
Computed	Gathered	Provided	Tutored
Conducted	Generated	Publicized	Typed
Constructed	Guided	Published	Updated
Contracted	Illustrated	Punched	
Controlled	Improved	Received	
Created	Increased	Recommended	
Cultivated	Innovated	Recorded	
Cut	Installed	Recruited	
Defined	Instructed	Reduced	
Delegated	Introduced	Regulated	

Transferable Skills

Key Transferable Skills:

Meet deadlines
Plan
Speak in public
Control budgets
Supervise others

Accept responsibility
Instruct others
Solve problems
Manage money
Meet the public

Negotiate
Organize/manage
projects

Other Transferable Skills:

Dealing with Data

Analyze data or facts
Investigate
Audit records
Keep financial records
Budget
Locate answers or info
Calculate/compute
Manage money
Classify data
Negotiate
Compare or record facts
Research
Detail-oriented
Synthesize
Evaluate

Working with People

Administer
Patient
Care for
Persuade
Confront others
Pleasant
Counsel people
Sensitive
Demonstrate
Sociable
Diplomatic
Supervise
Help others
Tactful

Insightful
Teach
Interview others
Tolerant
Kind
Tough
Listen
Trust
Negotiate
Understand
Outgoing

Using Words, Ideas

Articulate
Inventive
Communicate verbally
Logical
Correspond with others
Remember information
Research
Create new ideas
Design
Speak in public
Edit

Leadership

Arrange social functions
Motivate people
Competitive
Negotiate agreements
Decisive
Plan

Delegate
Run meetings
Direct others
Self-controlled
Explain things to others
Self-motivated
Get results
Solve problems
Mediate problems
Take risks

Creative, Artistic

Artistic
Music appreciation
Dance, body movement
Perform, act
Draw, sketch, render
Play instruments
Expressive
Present artistic ideas

Name

Street Address

City, State, Zip Code

Telephone

E-mail

OBJECTIVE or SUMMARY STATEMENT

EDUCATION

MSW Candidate

PROFESSIONAL EXPERIENCE

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CERTIFICATIONS/AFFILIATIONS/HONORS/SPECIAL SKILLS

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SAMPLE COVER LETTER

84765 Springing Lane
Houston, Texas 77456

January 11, 2016

Sandra M. Tesser
Director of Social Services
Mount Pleasant Hospital
1111 Medical Center Drive
Houston, TX 77030

Dear Ms. Tesser:

I enjoyed speaking with you on the telephone earlier today. As we discussed, I am sending my resume to you for consideration for the position of Medical Social Worker that is currently open at Mount Pleasant Hospital.

I am a licensed master level social worker with specialization in hospital and medical based practice. Over the past seven years, I have worked at MD Anderson Cancer Center and for the Methodist Hospital. My experience includes work with general medicine, psychiatric, emergency room, and orthopedic patients. I am highly skilled in psychosocial assessments, discharge planning, education of diagnostic information with families, and interdisciplinary team work.

I am extremely interested in meeting with you to discuss my qualifications for the Medical Social Worker position in detail. I can be reached on my cell phone (713)555-5555 at any time to schedule an appointment.

Sincerely,

Mary Smith, LMSW

SAMPLE EMAIL COVER LETTER

Ms. Tesser:

I enjoyed speaking with you on the telephone earlier today. As we discussed, I am emailing my resume to you for consideration for the position of Medical Social Worker that is currently open at Mount Pleasant Hospital.

I am a licensed master level social worker with specialization in hospital and medical based practice. Over the past seven years, I have worked at MD Anderson Cancer Center and for the Methodist Hospital. My experience includes work with general medicine, psychiatric, emergency room, and orthopedic patients. I am highly skilled in psychosocial assessments, discharge planning, education of diagnostic information with families, and interdisciplinary team work.

I am extremely interested in meeting with you to discuss my qualifications for the Medical Social Worker position in detail. I can be reached at (713)555-5555 or at msmith@cds.net to schedule an appointment.

Mary Smith, LMSW

SAMPLE THANK YOU LETTER

302 Park West Place
Houston, Texas 77888

January 21, 2016

Ms. Nancy Porter
American Red Cross
2222 Southwest Freeway
Suite 307
Houston, TX 77027

Dear Ms. Porter:

Thank you for setting aside the time this morning to discuss the Psychiatric Social Worker Supervisor position that is open at the American Red Cross on the Emergency Response Team. The position sounds very interesting to me and is right in line with my qualifications and experience.

My experience with The Harris Center for Mental Health and IDD as a Disaster Relief Social Worker over the past three years has prepared me well for the Emergency Response Team work with your agency. I am especially proud of the *Employee of the Year Award* I received in 2014 for the work I have done as a member of the Disaster Relief Team. The team that I supervise responded to 250 crisis calls in 2014 and received the highest ratings for excellence of any of the 35 teams within The Harris Center for Mental Health and IDD. My supervisory skills, clinical expertise, and proven track record in team work effectiveness appear to exceed your requirements for the position.

I am very interested in the position and I look forward to hearing back from you with a job offer to work for the American Red Cross. Please contact me with any additional questions you may have.

Sincerely,

Marcia Sellers
(713) 444-8787

SAMPLE EMAIL THANK YOU

Mrs. Smith:

Thank you for setting aside the time this morning to discuss the Psychiatric Social Worker Supervisor position that is open at the American Red Cross on the Emergency Response Team. The position sounds very interesting to me and is right in line with my qualifications and experience.

My experience with The Harris Center for Mental Health and IDD as a Disaster Relief Social Worker over the past three years has prepared me well for the Emergency Response Team work with your agency. I am especially proud of the *Employee of the Year Award* I received in 2014 for the work I have done as a member of the Disaster Relief Team. The team that I supervise responded to 250 crisis calls in 2014 and received the highest ratings for excellence of any of the 35 teams within The Harris Center for Mental Health and IDD. My supervisory skills, clinical expertise, and proven track record in team work effectiveness appear to exceed your requirements for the position.

I am very interested in the position and I look forward to hearing back from you with a job offer to work for the American Red Cross. Please contact me with any additional questions you may have at msellers@gmail.com.

Sincerely,

Marcia Sellers
(713) 444-8787

