

SAMPLE JOB POSTING:

CASE WORKER, 3000 OAK SPRINGS DRIVE, OAK SPRINGS TREATMENT CENTER

Education: Bachelor's Degree in Social Work, Psychology, or related Human Services field required. **Master's Degree in Social Work, Psychology or related Human Services field preferred. Education may be substituted for experience.**

Experience: **This position provides client assessment, education, referral and advocacy within a substance abuse program.** The position will work closely with other program staff to ensure continuity of care for individuals with co-occurring psychiatric and substance abuse disorders. **With a minimum of two (2) years experience in counseling, case management, dual diagnosis, substance abuse and mental health required. Licenses: LCDC, LPC, RN, or LMSW licensure required. Current and valid Texas driver's license and a clean driving record required. Must be eligible for the Center's driving insurance. If chosen for an interview, must provide current (within 30 days) copy of driving record for consideration of position. Applicants being considered for this position will be required to participate in the Center's Controlled Substance Testing Program.**

Hours: 8 AM – 5 PM, Monday – Friday, with limited evening work required.

Salary: \$2,352 - \$2,510 monthly.

Note: This position will remain open until filled.

Jennifer Luna-Idunate 3/6/06 10:33 AM

Comment: Read posting carefully in order to match your experience to the skills required

SAMPLE COVER LETTER IN RESPONSE TO AN AD:

Sarah Smith, LMSW

1234 Main Street
Austin, TX 78704
Ssmith@yahoo.com
(512) 345-1234

Jennifer Luna-Idunate 3/6/06 10:30 AM

Comment: Prepare letterhead for cover letter that matches your resume

Jennifer Luna-Idunate 3/6/06 11:04 AM

Comment: Indicate licensure

March 10, 2006

Ms. Jane Jones, Manager
Human Resources
Oak Springs Treatment Center
3000 Oak Springs Dr.
Austin, TX 78702-2531

Jennifer Luna-Idunate 3/6/06 11:03 AM

Comment: When a posting does not provide details about who will receive your letter, you must contact and find out.

Dear Ms. Jones:

I am responding to your announcement for a Case Worker in the March 2006 issue of the DiNitto Center's *Employment Bulletin*. I am confident that my education and counseling experience with individuals who have substance abuse disorders make me an excellent candidate for your job.

Jennifer Luna-Idunate 3/7/06 9:37 AM

Comment: Indicate how you know about the advertised position

Prior to entering graduate school, I was a Case Worker at South Austin Hospital and participated in a multi-disciplinary team that guided patients in a successful transition from the hospital setting through psychosocial evaluations and assessments. My responsibilities included making referrals to local law enforcement officials, psychiatric facilities, and chemical dependency out-patient and support groups.

Jennifer Luna-Idunate 3/7/06 9:44 AM

Comment: Call attention to elements of your background—education, experience, leadership—that are relevant to the position.

I have received my temporary LMSW licensure from the state of Texas pending graduation from The University of Texas at Austin School of Social Work in May. In addition, I am bilingual in English and Spanish and have worked with Spanish-speaking populations.

Jennifer Luna-Idunata 3/7/06 10:29 AM
Comment: Mention any transferable skills you have that may fit the job.

The successful programs of the Oak Springs Treatment Center are familiar to me, and my aspiration is to work for a facility that has your excellent reputation. I would welcome the opportunity to interview with you. I have enclosed a resume that provides the details of my education and experience. I can be reached by telephone, (512) 345-1234, or email, Ssmith@yahoo.com Thank you for your consideration.

Jennifer Luna-Idunata 3/7/06 10:14 AM
Comment: In a letter of application — applying for an advertised opening — applicants often say something like "I look forward to hearing from you." However, if you have further contact info (e.g. phone number) and if the employer hasn't said "no phone calls," it's better to take the initiative to follow-up, saying something like, "I will contact you in the next two weeks to see if you require any additional information regarding my qualifications."

Sincerely,

Sarah Smith, LMSW