**BSSW APPLICATION COVER LETTER**

**OPTIONAL. NOT REQUIRED for APPLICATION to the MAJOR.**

Write a professionally formatted cover letter for your application packet. If you need assistance, make an appointment with the Career Development Center <http://www.mnsu.edu/cdc/resumes/> .

* Use a header. Hint: this should be same as the one you use on your Resume
* 1-2 pages. Complete in Microsoft Word document (or similar software; not in PDF)
* Use Format Below for letter:

Enter Date

Enter your address

Address the letter to: BSSW Program Faculty

In the letter, include a paragraph for each of the following (that apply):

1. Purpose: Informs reader why you are writing this letter
2. Preparation: Identify skills and experiences related to your readiness for the BSSW Program; draw attention to key details in your packet such as your resume or academic record.
3. Uniqueness: Highlight unique assets (i.e. skills, strengths, or experiences) that you can contribute to the BSSW Program cohort and/or as a future professional social worker.
4. Exception to Admission Criteria: If do not meet ALL admission criteria or are requesting a change in course sequencing, explain this here. Also discuss what you will do to address this.
5. Summary: Thank the reader/committee and restate your commitment or interest in this opportunity. Offer contact information or share where it is for your reader to follow-up with you.

Sincerely,

*{Personal Signature}*

Typed Name