**ENTRY LEVEL COVER LETTER**

Cal McNally

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September 27, 20XX

Ella O’Donnell

Assistant Director

Boston International Center

12 Todd St.

Boston, MA 02215

Dear Ms. O’Donnell,

I am interested in applying for the Assistant Social Worker position at the Boston International Center. I am a Linguistics and Comparative Language double major and International Relations minor at Boston University, and would love for the opportunity to work at the Irish International Immigration Center.

As a student at Boston University, I understand the challenges of finding employment and housing in the city and I am very familiar with navigation and transportation around Boston. I'm eager to share what I’ve learned from my own experiences to help and mentor other young people who are looking for housing and jobs, a key part of this position as mentioned in the description. As a young person in Boston, I have both personal and professional experience with the hunt for housing and jobs, as I have experienced the challenges of finding my own housing in Boston and also interned with the Boston University Career Services Center.

In addition, I have strong communication skills that would be applicable. This past fall, I interned full-time for a Massachusetts senator in the Democratic Headquarters. Coupled with being responsible for online research regarding electoral issues, I interacted directly with voters, politicians, and congressmen, sharpening my communication abilities on all levels.

As a young Bostonian, I look forward to helping others make the most out of their experience in this city. I am outgoing and personable, as well as a responsible worker. Thank you for your consideration, and I look forward to speaking with you and learning more about the position.

Sincerely,

*Signature* (hard copy letter)

Cal McNally