

# Robert Smith

## Support Worker

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[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

Please accept my cover letter and resume in response to the Support Worker position posted on [company website]. I have worked in the health care industry for many years and am excited about the opportunity to start a new chapter as a Support Worker.

I have experience in providing personal care and assistance to individuals with disabilities, within their own homes and out in the community.

I am very passionate about helping people to achieve their goals and aspirations. I work closely with individuals to establish individualized plans that incorporate their needs, choices, goals and aspirations.

I also have experience in offering advice on independent living skills such as food preparation, budgeting bills, shopping, cleaning and laundry. As part of my role I have had experience in liaising with social services, educational institutions and other healthcare professionals to ensure the best quality of life outcomes for the individuals that I have supported.

I consider myself to be an approachable person who has strong communication skills both written and verbal. I am able to communicate effectively with individuals from all walks of life including clients, their families and other professionals whilst maintaining confidentiality at all times.

I am very keen to work with you on your vacancy as your company has a very good reputation within the care industry for providing a high standard of care.

My resume is attached and I look forward to discussing this opportunity with you further. Thank you for your time.

Sincerely,  
[Your Name]