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Other suggestions
• /ĨǇŽƵ͛ƌĞĞ-mailing your cover letter as an attachment, be sure to include a brief message in the
body of the e-mail and provide͗ƚŚĞũŽďǇŽƵ͛ƌĞĂƉƉůǇŝŶŐĨŽƌ͕Ăϭ-2 sentence summary of your
background and qualifications, and an explanation of your attachments.
• Example: Dear Human Resources Director: I am writing to apply for the Program Coordinator
position with the Community Care program. I am a graduate of the Graduate School of Social
Work and Social Research at Bryn Mawr College and bring strong advocacy a-4(ge)1e
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