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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 ǇŽ Ƶ͛ƌĞĂƉƉůǇŝŶŐĨŽ ƌ͕Ăϭ -2 s entence sum mary 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 So cial Research at Bryn Mawr College and bring strong advocacy a-(ge)1e W nranizi Re

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