**Tracy Martin**  
24 Main Street, Columbus, OH 05586  
958-852-1548  
*tracymartin@email.com*  
March 16, 2017

**Carol White**  
Hiring Manager  
**Caring Hands Hospice**  
874 Grove Street, Columbus, OH 05541

Dear Ms. White,

I am writing to apply for the friendly visitor internship at Caring Hands Hospice. I learned of this opportunity through the career center at the University of Ohio. There, I am working towards my master's degree in social work and plan to graduate in 2018. My focus has been on geriatrics and I am further narrowing my interests to revolve around hospice care.

I will soon be entering my final year of graduate school after studying social work throughout my entire college career. My 3.8 GPA shows my dedication to this field, as well as my success in several other internship opportunities I have had along the way. I am currently finishing up an internship at Family Life, where I provide in-home visits to people who are isolated to their home in some way. I am confident that this experience will help me hit the ground running while interning for Caring Hands Hospice.

I have consecutively received positive reviews from my clients at Family Life, and have a 100% request rate to return. I realize the importance of acknowledging and getting to know the family and other caregivers of my clients, which has helped families quickly adjust and become comfortable with my presence. My current supervisor is eager to provide a strong recommendation.

My job skills in social work have become very refined over the past few years. I have narrowed down my passion from simply helping people in general to focusing on end-of-life care. Because of my drive, determination, and a clear vision of my goals, I feel I will be a strong intern for Caring Hands Hospice. I am already familiar with the regulations and guidelines when it comes to one-on-one visits as well as HIPAA and confidentiality laws, and I have been trusted in my current position to handle confidential information properly.

I know I am a strong candidate to be an intern at Carings Hands because of my previous experience working one-on-one with clients and my success in my master's program. My goal, with your company's help, is to begin a long-term career in the hospice field helping patients and families through this trying time in life. I will follow up with you in the next two weeks to further discuss my candidacy.

Sincerely,

Tracy Martin