

Brittany Cairns

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CORA Services, Inc
1511 Village Greene Blvd.
Bensalem, PA 19020

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To whom it may concern,

I am writing in regards to the open School Counselor job position with CORA Services Inc. I have a strong passion for being an advocate for children and working in the educational field. With experience at both the elementary, middle and high school levels, as well as in activities outside of the traditional classroom and counseling office, I have a diverse background with much to offer.

My educational background and previous experiences have prepared me for the role of a Professional School Counselor. In particular, my clinical internship over the past year has given me a solid background and experience in individual counseling with students, group counseling, the ability to provide support both academically and socially, and the skills and knowledge to be an advocate for each and every student. While there, I was able to gain experience in HIB policies and procedures, be a part of the I&RS team meetings, execute conflict resolution and discussion techniques, as well as aide in the social and emotional development of students. This placement in particular was in a 7th to 12th building, which gave me exposure to counseling in both the middle and high school setting. This position also included multiple experiences in collaboration with the districts elementary school counseling department. Prior to this, I completed my practicum at Sterling High School, which allowed me to assist high school students in navigating through Naviance and prepare for the college decision process. In addition, my full time permanent building substitute position in a Pre-K through 8th grade school allowed me to work with students at every grade level, by having involvement in early adolescent development through a multitude of age levels and settings. This position gave me the opportunity to learn and gain rapport building techniques with a variety of students, as well as acquire experience with instructional technology as it was a completely paperless school. I am eager to contribute my enthusiasm and the skills I have obtained to this profession!

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. I would greatly appreciate the opportunity to work with and learn from this team. I look forward to speaking with you soon about my qualifications for this position along with what I can bring to the school district.

Sincerely,

Brittany Cairns