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May 19, 2018

To Whom It May Concern:

I am writing today to express my interest in the School Counselor position available at CORA Services, Inc. for the 2018-2019 school year. I have spent the past fifteen years working in a school environment as a Counselor/Director of Guidance for the Archdiocese of Philadelphia. I am creative, hard working and very organized. I have a proven track record of helping students achieve their goals and I work well independently and as team player.

My salary requirement is in the \$40,000 - \$50,000 range. My previous salary was \$53,000. However, my salary is negotiable based on the overall compensation package.

I believe that I would be a great asset to CORA because of my professional background and expertise as a school counselor and I would love to be able to discuss this with you in more detail.

Thank you in advance for your time and I look forward to hearing from you soon.

Sincerely,

Mary Romanelli