

CORA Services Inc
8540 Verree Road
Philadelphia, PA 19111

To whom it may concern,

My name is Mahfooza Gondal and I am applying for the position of School Counselor. I am a graduate of the Master's program in Counseling Psychology at Temple University and I hold certification as an elementary and secondary school counselor in the state of Pennsylvania. After exploring your school's website and the requirements for this position I believe that I would be a good fit for this position.

Currently, I am employed by Source4Teachers as a substitute teacher at Shafer Middle School in Bensalem. In this position, I teach a diverse group of students in a multitude of subjects, and although I do not see the same group of students often I work hard to build a rapport with students to ensure a comfortable learning environment. As a substitute teacher, I have learned skills such as classroom management and flexibility in instruction that I think are valuable as a counselor. In addition to teaching experience, I also have experience as a counselor at the high school level. As a counseling intern at Pennwood High School, I worked with a diverse group of 9th graders, helping them the transition to high school. A major part of my role was helping students with academic, social/emotional and college/career concerns. As an intern, I helped students and parents in understanding the academic requirements of the school and checking in on the academic progress of students. In addition, I gained experience helping students learn conflict resolution skills whether they were having issues with other students, teachers, or staff members. I learned a lot at Pennwood High School and I believe that I can transfer what I have learned to this position.

I am very passionate about working with the adolescent population as a school counselor because I know from firsthand experience what a difficult time it can be and I know that I have the skills to help students have a positive school experience. I believe based on my education and experience that I would be a good fit for this position.

Thank you,
Mahfooza Gondal

I can be reached at 215-604-0151 or mahfoozagondal@gmail.com