

**Yvonne Duncan**  
**P.O. Box 18911 ✕ Philadelphia, PA 19119 ✕ 267-467-3132 ✕ yv.duncan@gmail.com**

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Nora Cooper  
Managing Director  
School Services Division  
Cora Services  
8540 Verree Road  
Philadelphia, PA 19111

June 4, 2018

Dear Ms. Cooper:

I am interested in the position for school counseling. I have over ten years of experience working in education environments. I have a M.Ed. in Teaching and Learning and an M.A.Ed. in school counseling. I also obtained a Pupil Personnel Services credential in the state of California in June 2016. My experience includes teaching at the secondary level and working in higher education for two years as an Academic Coordinator for the University of California, Riverside. My role included recruiting and working with college student staff; facilitating workshops for teachers in our program, and overseeing the implementation of a math, science competition day. I would like to assist students in achieving their goals as a school counselor.

As a teacher I have worked with students inside and outside the classroom to inform them of school policies, school resources, and school activities. I worked with my students to develop personal responsibility for completing their assignments. I am also familiar with giving student presentations to provide information such as requirements to apply for college. As a school counseling intern, I monitored students grades and met one-on-one with students throughout the semester to develop strategies and access resources to improve their grades by dealing with personal or social issues. I also served as emotional support in the classroom during a summer acculturation program for newcomer refugee students. I am comfortable working with a diverse group of students. Additionally, I supported students by helping them select their courses for the following term.

I want to be a part of your team because I am committed to the performance of my students. I believe in holding high expectations and providing support to meet those objectives. I like learning and developing creative solutions to everyday problems. I would like to help provide a safe environment where students feel respected and encouraged to succeed in a global society. I want to help students to dream big and obtain their goals. I believe in challenging students to do their best despite their circumstances. I also believe in being of service to others as part of leadership development. I believe that students need direction and guidance and a system of accountability. As a school counselor, I believe it is important to serve students in this way, by providing these supports while removing barriers to success. Sometimes removing the barriers will require patience and extra time. I am committed to providing the extra time it takes.

Thank you for considering me for this opportunity to support students academically, personally, socially, and in their career development as a school counselor. Please contact me at 267-467-3132 or yv.duncan@gmail.com to discuss my qualifications.

Sincerely,

Yvonne Duncan