

Danielle Justice
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May 15th, 2018

Dear SDP Hiring Manager,

I am enthusiastically submitting my application for the position of School Counselor. I heard about the position through the Indeed job portal. Currently, I have completed my M.Ed. in Counseling Psychology at Temple University as of May 2017. My experience as someone born and raised in Philadelphia and as an alumna of Penn State Abington, where I earned my BA in Psychology, has uniquely positioned me to be a great asset to CORA. My academic studies, experiences, and adaptability make me an excellent fit for your School Counselor position.

Temple University prepared me for a career in Counseling Psychology. I chose to focus on School Counseling and I will use that experience to be a resilient School Counselor. The Counseling Psychology program gave me the opportunity to intern at a high school that wanted to prepare its students for the next step, including higher education. One of my duties involved creating a classroom lesson on financial aid to help students plan out the three years after their freshman year. I also observed a program that sought to aid first generation college students throughout the entire college experience. In addition to these tasks, I spent time counseling students struggling in two or more of their courses which focused on improving their executive functioning skills. I communicated with parents and teachers on possible solutions and saw an improvement in grades for most of my cases. When I was not counseling students, I worked with the primary counselor to organize college visits, a college fair, and various files related to our work.

I took pride in my work at my internship and I carry that with me into my current job as a Substitute School Counselor for the School District of Philadelphia. My duty is to support the students and school by providing a comprehensive counseling program during my assigned time. I consistently provide direct services to elementary school students through individual counseling. We work through various issues and concerns in relation to social/emotional, academic and peer relationship topics. We brainstorm different ways to adapt to their surroundings and cope with changes in their lives. I work with parents and faculty to make sure that the children feel safe and welcomed in their school environment. Also, I am building lesson plans and setting up group counseling services to address other concerns.

By counseling these students, I have strengthened my ability to learn from others as well as on my own. I do my own research to ensure that the lesson plans I create are in tune with the student's interest and needs. I enjoy learning new methods and integrating them into my work when possible. I am excited to do so as a School Counselor under CORA.

I am seeking a new opportunity for growth and look forward to discussing my candidacy for this position with you. Thank for your time and consideration. I hope to hear from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Justice". The letters are fluid and connected, with a prominent loop at the start of the first name.

Danielle Justice