

Dear Potential Employer,

I am writing to express my interest in applying to be a school counselor at your school.

I am currently enrolled in Villanova University's counseling graduate program and will graduate with a Master of Science degree in Counseling in May. Following my graduation, I will obtain my PA K-12 School Counseling Certification, and I will be working to accrue enough hours to obtain my Licensed Professional Counselor licensure.

Since August 2020, I have been working as an intern at Franklin Towne Charter Elementary School, under the supervision of Gina Marie Tortis. By the time I graduate in May, I will have completed 600 service hours at the school. During my time as an intern – as well as my time as a practicum and pre-practicum student – I have developed and refined my school counseling skills. I have worked closely with students of all grade levels both in a classroom environment and in a virtual environment. In keeping with the ASCA mindsets and behaviors, I have met individually with students and led small groups to address three core domains: their social emotional development, their academic needs, and career planning. I have also had the opportunity to teach career lessons to multiple grade levels. Additionally, I have attended IEPs, parent teacher conferences, and staff meetings.

Before enrolling at Villanova University, I taught 8th grade English for five years in Utah. In my development as a school counselor, I have been able to utilize and refine the skills that I learned while I was a teacher. For example, connecting with students, working closely with teachers and administration, and communicating with parents are all things I did regularly as a teacher and will continue to do as a school counselor. One of my biggest strengths as a teacher was my ability to establish rapport with all my students, which is a skill I have found to be incredibly valuable as a school counselor. My history as a teacher has proved to be an asset in my development as a school counselor.

I would be honored to be considered as an applicant to your school counseling department. Thank you for your consideration.

Sincerely,

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