

May 2019

To: Whom It May Concern

Dear Hiring Manager,

I am writing to express my interest in becoming a school counselor at your school. To provide you with a little background about me, I am a recent graduate of the West Chester University of Pennsylvania's Master of Education, School Counseling (K-12 certification) program. Before that, I graduated from The Pennsylvania State University with my undergraduate degree in Psychology. I currently substitute teach for work and have been a therapeutic staff support, special needs support staff and a human resources professional in the past.

Through my work and education I have been able to gain insight into the daily functions of a school system and how to effectively work with students both one on one and in large group settings. I have learned skills such as effective implementation of interventions, organization of confidential information and the value of collaboration and communication with like-minded professionals. I am able to effectively work with students and provide them with the necessary skills to be successful in life, while providing them with a safe environment to do so. Additionally, my work experience as a human resources professional and school counseling intern, has taught me to hone in on critical skills such as working effectively in a fast paced environment, prioritizing tasks, remaining calm under pressure and making sure that the best interest of the student is always my top priority. I am not only able to understand and apply empathy towards my students, but also work from an evidenced based approach while doing so.

I hope that you now have a better understanding of why I would be a meaningful addition to your school and how I could make a significant impact on your students. Please let me know if you have any questions for me or need further information. Thank you for your time and consideration and I look forward to hearing from you.

Respectfully,

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