

SAMPLE COVER LETTER - COUNSELING

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April 13, 2008

Margaret Randolph
Human Resource Manager
Western Technical College
304 North 6th St.
La Crosse, WI 54601

Dear Ms. Randolph:

This letter is in response to your online advertisement for a counselor position at your college. My qualifications combine strong work values with a solid education and work history that should fit in nicely with Western Technical College's commitment to student achievement.

Counselors must be positive role models and have a vested interest in student success. Through my work at the career center at Colorado State University, I developed an unrelenting passion for helping college students succeed. In performing resume and cover letter critiques, conducting workshops and class presentations, coordinating etiquette dinner events and assisting in job searches, my work has aided students in making the most of their educational experience and has helped them prepare for the workforce.

Graduating from a CACREP Accredited program in school counseling, I have a strong educational background in issues of depression, eating disorders and addictions, and am familiar with the implications and potential setbacks such disorders can cause. I am fully committed and determined to advocate for students facing such setbacks as I believe every student, if given the proper guidance, can find a path to their own personal success.

My resume is enclosed for your review. I would appreciate the opportunity to discuss my qualifications and interests with you in person. In the meantime, if you have any questions, you can reach me on my cell phone at 012-345-6789. Thank you in advance for your time and consideration.

Sincerely yours,

Signature
Steven Johnson

Enclosure