**Entry Level Counseling Cover Letter Template**

**(Name Here)**

123 Main Street,

City, ST, 99999

H: xxx-xxx-xxxx

C: xxx-xxx-xxxx

sample.email@example.com

Date

(Recipient Name)

(Company)

Address

City, Country | Postal Code

xxx-xxx-xxxx

example@email.com

RE: Case Manager

Dear (Name),

Thank you for taking time out of your busy day on Wednesday to contact me in regard to the current open position for Case Manager. I am very excited of this opportunity as obtaining such position would allow me to further strengthen and develop skills that will help me succeed in my future career as a clinical social worker.

As a mentioned during our conversation, my relevant qualifications include my B.A. in Psychology. Currently, I hold an internship at the Domestic Violence Program for Northern Manhattan Improvement Corporation. As an intern, I am responsible for case management services and program planning and development. Here I refined my relationship-building skills and time management skills. Additionally, I hold a position at City College of New York as a Counseling College Assistant for Student Support Resources. As a Counseling College Assistant, I am mainly responsible for managing counseling appointments for our students and staff, maintaining appropriate records, and processing emergency grants applications. In addition to my extensive office experience, I have strong communication, leadership, and administrative skills. Please find below an attached copy of my resume for a more detailed look at my skills and experience. I am confident that my experience, coupled with my dedication and enthusiasm will enable me to make valuable contributions to your organization.

Again, I appreciate your time and consideration for this exciting opportunity. Please let me know if I can provide you with any further information about my background or qualifications. I look forward to meeting with you tomorrow.

Sincerely,

(Your Name Here)

xxx-xxx-xxxx

email@example.com