**Entry Level Career Office Referral Cover Letter**

FirstName Last Name
Name University
Street
City, State Zip
555-555-5555

Date

FirstName Last Name
Job Title
Company Name
Street
City, State Zip Code

Dear Mr. Last Name:

Please accept my application for the counselor position you posted through the ABCD University Career Services Office.

With my background in psychology and a strong interest in art, I am confident that I would make a very successful role model for the children in your program. Last summer, I worked for the Children's Museum where I worked with children in the creative process as they created paintings and sculptures. I also completed an internship at the Brown School, where I worked closely with the Art Teacher in implementing class projects.

I would welcome the opportunity to make a similar contribution to XYZ Organization. I find working with children to enhance their growth and development through creative activities very rewarding.

I would appreciate meeting with you for further consideration, after you review my enclosed resume.

Sincerely,

Signature (hard copy letter)

FirstName Last Name