Name  
Phone  
E-Mail  
Address  
City, State, Zip Code  
  
Dear Marge,  
  
It was great talking with you on the telephone today. I am pleased that I am being considered for the position. I was thinking just a few moments ago of what you had said about the â€œburn out rate.â€ Of course I understand that this happens much as it does in many other professions, but this is what I studied for, what I have wanted to be for as long as I can remember, and I am very passionate about this.  
  
So, to answer your unasked question, yes Marge, I would like nothing better than to be offered this job!  
  
I initially began my studies at UCC Boulder and then completed Social Work/Psychology Requirements at UCC Pueblo in 1992. In my entire college studies I never changed my major as I knew for many years this is the career I wanted.  
  
Helping people to attain their goals is what it has always been about, to empower the worldâ€¦one client at a time! I believe my becoming a Counselor was something I was meant to do. From as far back as I could remember, I had always tried to mend peoplesâ€™ problems, to make their life as painless as possible.  
  
I realize now that eradicating a personsâ€™ problems is not only impossible, but it is unrealistic too. Teaching life management skills gives a person the knowledge to; perhaps next time, cope with their next crises on their own. I think this is one of the greatest gifts we, as counselors, can give.   
  
I look forward to your next telephone call Marge.  
  
Sincerely, Your Name