[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Manager’s Name],

My name is [YOUR NAME] and I was pleased to learn about the available School Counselor position at [SCHOOL NAME] on [WEBSITE]. In addition to my Bachelor of Psychology and Master of Professional Counseling, I have five years of experience working as a school counselor. I am dedicated to cultivating supportive, stimulating, and inclusive environments that allow high school students to reach their fullest potential. Given the opportunity, I will provide exemplary guidance and ensure no student is left behind at [SCHOOL NAME].

Throughout my previous school counselor positions, I provided individual and group counseling sessions to students ages 14-18 regarding career development, academic achievement, social behavior, and mental and physical health. I gained experience working with students with disabilities, as well as providing crisis counseling to students who have recently experienced a trauma. I successfully implemented programs to increase graduation rates as well as college application rates. I pride myself on my ability to strengthen relationships and decrease conflicts between peers through the introduction of anti-bullying, peer mentoring, and conflict resolution initiatives. Some notable contributions from my previous school counselor position include:

* Increased graduation rates by 10% through the introduction of an early intervention program for students identified as at risk of failure or dropping out
* Conducted specialized counseling sessions for students with disabilities and behavioral issues
* Provided immediate crisis counseling and ongoing support for 200+ students following a school tragedy
* Increased college application rates by 15% after introducing a training program for senior students on how to complete scholarship and general acceptance applications

Thank you for your time and for considering my candidacy for the position. I look forward to learning more about how I can be an advocate for youth at [SCHOOL NAME] in the near future.

Sincerely,

[YOUR NAME]