

Sample Cover Letter: From A School Counselor

123 Main Street  
Hempstead, New York 11549

April 25, 2007

Mary Smith, Director of Personnel  
XYZ Public Schools  
10 Main Street  
Any Town, New York 11111

Dear Ms. Smith:

I am seeking a position as a school counselor in the XYZ District. Unlike many other candidates, I have real world experience in the field of education, as a Special Education Teacher's Aide with Nassau BOCES and strong verbal and written communication skills in Spanish. My strong desire to help young people with their academic, personal, and social needs coupled with what I have learned from working with youth with special needs makes me a strong candidate as a school counselor.

In the course of my day as a Special Education Teacher's Aide, I came into contact with a diverse student population whose learning and social functioning levels covered a wide spectrum. I particularly enjoyed and excelled at working with the teacher to help guide students to set academic and social goals for themselves. Currently, as a counseling intern at Seaford High School, I realize that one of my greatest strengths is the ability to increase students' tolerance of frustration when they become overwhelmed and feel incapable of succeeding. Helping students realize their potential by focusing on their accomplishments and reflecting on past successes helps promote positive self-concept. Specifically, I believe my exposure to a community resource such as BOCES and my work with special needs students will only serve as a positive foundation for counseling students in the XYZ District.

For the past year and a half, I have furthered my counseling experience by serving as a mentor to a fourteen year-old boy. Our activities revolve around specific goals we would like to accomplish through our mentor match. It is extremely rewarding to know that I am someone with whom my "mentee" can work with to achieve his goals, and with whom he can talk to regarding such issues as peer pressure and social relationships. It gives me great personal and professional satisfaction that I am a positive force in my "mentee's" life.

As outlined above, my dedication to the field of education and more specifically, school counseling is both proven and strong. I believe you will discover my warm personality, strong communication skills, maturity, and foreign language skills in Spanish to be of great interest. Thank you for your time and consideration. Please feel free to call me at (516) 222-3333 to arrange an interview at your convenience.

Sincerely,

Craig Jones