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Month #, 20XX

Dear [Hiring Manager Name/Whoever your manager will be],

I am writing to submit my resume and application for your consideration to be one of your Professional School Counselors for the 20XX-20XX school year. As a first-generation Latina and a product of the public school system, I witnessed firsthand what it was like to have an unavailable counselor at my school. This, along with struggling with my post-secondary plans, has been why I've worked so hard to reach this point in my career. Currently, I am interning at Niles West High School while completing my Master of Education in School Counseling from DePaul University. I am eager to use my experiences to best meet all students' needs at a Niles Township School District school.

I would be a good school counselor for a Niles Township School District school because I am motivated to go above and beyond for my clients. As a school counselor intern at Niles West High School, I recognize that my students want to be heard and feel like they matter. Using the ASCA National Model, I can help my students feel like they can succeed by giving them the tools they need even after they are no longer my students. For example, I lead students through small group discussions surrounding their post-secondary plans. Clients leave this conversation feeling empowered about what steps they can take to control their lives after services.

As a Professional Counselor, I hope to help clients achieve their goals. I believe that a client defines their accomplishments and that there may be more than one way to succeed, whether inside or outside the classroom. I understand that some students may feel overwhelmed, overworked, or underappreciated; however, I believe my experience can give students a glimpse of what they can achieve.

I look forward to discussing this further with you; thank you for your consideration. If you have any questions or would like to learn more about how I believe I am a good fit for your school, please do not hesitate to reach out. I am best reached at [phone number] and by email, [professional email address].

Sincerely,