**Nicole Price**

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 333-333-33333 ⬩ [Email Address]**

**Today’s date**

Ms. Nicole Price, School Principal

ABC School

Address, City, State, zip

Re: School Counselor Opening

Dear Nicole Price,

My longtime friend, Mr. Terry Bear, informed me that you have an opening in your high school for a school counselor and urged me to send in my resume, which I have attached.

I have 12 years of hard won experience working in the public-school system of the Bronx and hold a Master’s in school psychology from New York University.

I am comfortable working with students (minority or otherwise), their parents, and the school administration to resolve problems and maximize the educational abilities of the student body.

My responsibilities at my current position include:

* Listening to both sides of the story (or all 18 sides of the story, depending on how many people are involved in a certain incident).
* Guiding students to discover solutions themselves, as I have seen that they are much more likely to accept a solution that they mined, rather than one that’s offered to them.
* Working together with students to improve behavioral issues.

Once students are no longer in crisis mode, we are able to investigate together career possibilities and avenues for higher education.

It would be my pleasure to meet with you to discuss the position further and hear about the students in your school.

Please contact me to arrange for an interview at your convenience.

Sincerely,

Kelly Gray