Buster Bluehawk

11/15/2020

Ms. Jane Doe
Principal
ABC High School

1234 5th St.
Dickinson, ND 58601

291 Campus Drive
Dickinson, ND 58601

701/123-4567

Busterthehawk@dickinsonstate.edu

www.dickinsonstate.edu

Dear Ms. Doe,

I am writing to apply for the School Counselor position available at ABC High School. I learned of this opportunity through Jackie Johnson at XYZ High School, and she suggested I apply. I am confident that I have the desired skills and abilities to establish a strong rapport with students, while directing them in making positive academic and life decisions. The prospect of initiating and developing strong relationships with a diverse student population is exciting.

My education, experiences, and skills lead me to be an excellent candidate for your position. I recently graduated from Dickinson State University with a major in Psychology, and have taken a variety of courses related to human behavior, ethics, development psychology, and diverse cultures. Last year, I was selected and participated in a diversity training retreat with twenty-five other students; together, we discussed and practiced ways to respectfully talk about various issues related to diversity. Working as a camp counselor/supervisor provided an opportunity to work with a variety of children and organize/lead activities. I interned at XYZ High School and again supervised and lead small groups, as well as worked with individual students and their families. My experience includes the ability to develop rapport and assist diverse students with sensitivity, while also managing multiple projects in time-sensitive situations.

ABC's program to enhance and encourage positive interactions among students is a wonderful program to teach and promote respectful behavior. The program utilizes the energy and enthusiasm of this particular age group and I am very interested in contributing to these and other efforts.

I have attached a copy of my resume for your review. I look forward to being able to meet with you to further explore the contributions I could make at ABC High School. Thank you for your consideration.

Sincerely,
Buster Bluehawk