

# Buster Bluehawk

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291 Campus Drive, Dickinson, ND 58601

**April 12, 2016**

Ms. Jane Smith  
Principal  
ABC Middle School  
100 2nd Ave  
Dickinson, ND 58601

Dear Ms. Smith:

I am writing to apply for the School Counselor position available at ABC Middle School. I learned of this opportunity through Jackie Johnson at XYZ Middle School and she suggested I apply for the position. 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 the Dickinson State University with a major in Psychology and have taken a variety of courses related to human behavior, ethics, development psychology, and race and 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 Middle 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 assisting diverse students with sensitivity, and 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 Middle School. Thank you for your consideration.

Sincerely,

Buster Bluehawk

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