

Street Address
City, State, Zip code

Month, day, year

Recipient name
Title
Company name
Street Address
City, State, Zip code

Dear Mr./Mrs. (Recipient name or Hiring Manager)

Please accept this letter and attached resume as an expression of my interest in applying for the position of Mental Health Counselor. I admire your company and would love to be a part of your team. (Company name) is an organization with a desire to help young adults struggling with mental health to reach their full potential, and this is a philosophy I strongly believe in. I have a few years of experience in counseling young adults through my previous position at The University of Scranton. You are looking for a counselor with good communication, writing, and rapport-building skills and I believe I meet these requirements.

- I hold a Bachelor of Science in Counseling and Human Services and a Master of Science in Clinical Mental Health Counseling
- I have 2 years of experience in the counseling field

In college, I held multiple internships such as a Career Counseling Intern. This position allowed me to learn about the career-decision making process and the important role counseling plays in assisting people to discover what they desire in a future career. Additionally, I have learned and enhanced other valuable skills that I believe will make me an asset to your company:

- Communication: Throughout my experience as a Graduate Assistant Counselor, I worked with students and interacted with fellow employees from different levels of the company. I learned the value of teamwork through collaboration with my superiors. I also gained a deeper understanding of empathy and active listening skills and how to use them in sessions with students.
- Writing: Throughout college, I took multiple classes that focused on developing my writing skills. I became a strong writer and editor through these classes. My Graduate Assistant Counselor position required me to use these writing skills, especially when communicating with students about their mental health. My Career Counseling Intern position also helped me further develop these skills through my assistance in editing the University's Center for Career Development website.
- Rapport: Working with students who are close in age to me has been helpful in building rapport. I can connect with the students not only through the empathy and communication skills I have learned in my classes and from my colleagues, but also because I am in a similar life stage. My ability to identify with young adults will make me an asset to your team.

If you feel that my qualifications meet your approval, I will make myself available for an interview at your convenience. I may be reached at (cell phone number and email). Thank you for your time and consideration.

Sincerely,

Your Name