

Continue

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date _____

Name of Contact
Position
Company
Address
City, State, and Zip Code

Dear {Name of Contact},

Good day!

I am very interested in applying for the job of [position] at your company.

I graduated with a degree in [undergraduate degree] from [name of college or university]. I have previously worked as [position] at the [name of current or last company]. [Insert relevant information such as internships, work experiences, and achievements if applicable]. I believe that these skills and experiences will make me a good addition to your company.

Attached is an updated copy of my resume. Please feel free to review and contact me so that we may arrange for an interview. I am available any time on my phone [insert number]. You may also send me an email with the details.

Thank you for granting me this opportunity; I am looking forward to speaking with you soon.

Sincerely,
[Your name and signature]

RICHARD VINCENT J PHILIPS

Graphic & Web Designer



DISCUSSION

UNIVERSITY OF OXFORD

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UNIVERSITY OF OXFORD

045 DEGREE (2008-2012)

CONTACT

+88014561561742
richan232@web46a.com
www.pw0174.com
www.174.com

WORK EXPERIENCES

CREATIVE PATH (2011-2014)

PROFICIENCY

PHOTOSHOP ————— IN DESIGN —————
ILLUSTRATOR ————— HTML 5 —————

SKILLS

GRAPHIC DESIGN —●— INTERFACE DESIGN —●—
BRANDING —●— NETWORKING —●—

LANGUAGES

ENGLISH  HINDI 

ROBERTS

READING BOOK

**IMPRESSIVE
RESUME
TEMPLATE
COVER LETTER
PORTFOLIO**

SCHOOL COUNSELOR

 youremail@gmail.com

 (XXX) XXX-XXXX

 142 Your Address Blvd, City

from Resume Genius

[Today's Date]

[Hiring Manager's Name]
[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

My name is [YOUR NAME] and I was pleased to learn about the available School Counselor position at [SCHOOL NAME] on [WEBSITE]. In addition to my Bachelor of Psychology and Master of Professional Counseling, I have six years of experience working as a school counselor. I am dedicated to cultivating supportive, stimulating, and inclusive environments that allow high school students to reach their fullest potential. Given the opportunity, I will provide exemplary guidance and ensure no student is left behind at [SCHOOL NAME].

Throughout my previous school counselor position, I provided individual and group counseling sessions to students ages 14-18 regarding career development, academic achievement, social behavior, and mental and physical health. I gained experience working with students with disabilities, as well as providing crisis counseling to students who have recently experienced a trauma. I successfully implemented programs to increase graduation rates as well as college application rates. I pride myself on my ability to strengthen relationships and decrease conflicts between peers through the introduction of anti-bullying, peer mentoring, and conflict resolution initiatives. Some notable contributions from my previous school counselor position include:

- Increased graduation rates by 10% through the introduction of an early intervention program for students identified as at risk of failure or dropping out
- Conducted specialized counseling sessions for students with disabilities and behavioral issues
- Provided immediate crisis counseling and ongoing support for 200+ students following a school tragedy
- Increased college application rates by 15% after introducing a training program for senior students on how to complete scholarship and general acceptance applications

Thank you for your time and for considering my candidacy for the position. I look forward to learning more about how I can be an advocate for youth at [SCHOOL NAME] in the near future.

Sincerely,

[YOUR NAME]



[illegible]

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