

Amy Smith
Jameson Elementary
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Smith:

I'm reaching out in regards to the school counselor position with Jameson Elementary that I found on your website. During my time with Canton Elementary, I provided counseling to aid middle school students in developing coping skills and facilitating empathy building. I believe I can support the growth and development of your students in this position.

Jameson Elementary's reputation for diversity and inclusion draws me to apply for this opportunity. Throughout my career, I've tailored my counseling approach according to the cultural, emotional, and academic needs of my students. I am confident I would be an asset to your learning institution based on my previous achievements:

- Delivered counseling services, Individualized Education Plan (IEPs), academic support, and social guidance to a diverse range of students at a private middle school with an emphasis on solution-based counseling
- Communicated with parents, teachers, students, and multi-disciplinary teams to evaluate individual student needs and facilitate emotional and academic growth
- Led workshops to address sensitive topics such as bullying and drug and alcohol abuse

I look forward to telling you more about how I can help facilitate both academic and emotional growth for your students at Jameson Elementary. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Aliya Jackson