

Amar Singh

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Tyrone Jackson
Benjamin Franklin High School
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Jackson:

I would like to apply for the school counselor position with Benjamin Franklin High School. As you can see from my attached resume, I have over eight years of counseling experience at both the high school and middle school level. Over the past five years at Chester High School, I successfully increased graduation rates by over 32%. I am confident I can achieve similar results for your learning institution.

Benjamin Franklin High School's dedication and commitment to helping economically disadvantaged students succeed draw me to apply for this position. As a school counselor, I have a proven track record of resolving issues with bullying and reducing conflicts among student peers. I believe I can have a positive impact on your school community based on previous successes:

- Conducted specialized counseling sessions for at-risk students, provided coping strategies based on individual needs, and identified appropriate resources to help students achieve their potential, which contributed to a 32% increase in graduation rates over five years
- Increased the number of students applying to college programs by 10% after introducing training classes on completing scholarship and college applications
- Spearheaded initiatives to address issues related to in-school and online bullying by leading workshops to raise awareness of trauma and its effects on students

I would like to schedule an interview to provide more insights regarding how my experience as a school counselor can help your students excel. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Amar Singh