

# JANELLE BROWN

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## FLORENCE OSBORNE

Principal  
Sterne School  
(888) 999-0000  
fosborne@sterneschool.com

Dear Ms. Osborne,

Improving graduation rates by 21% in 2020 was the highlight of my career as a school counselor so far. I hope to use my skills and experience to help the students at Sterne School reach their full academic potential.

With three years' experience supporting a broad range of students to achieve excellent results, including those with SEN, I am drawn to the Sterne School's mission to support neurodiverse students to access education. My most significant professional achievements to date include:

- Successfully guiding numerous students through crisis periods and coordinating external support
- Training teachers and support staff to help them foster curiosity and engagement for neurodiverse cohorts
- Organizing a successful school career day where students could explore more than 70 jobs across multiple industries

I would love to schedule a meeting to discuss how my skills can help the Sterne School further its reputation for achieving excellent outcomes for all students, regardless of learning barriers. Please get in touch and we can arrange a convenient appointment.

Sincerely,

*(Insert Signature Here)*

**JANELLE BROWN**

P.S. I would like to explain why my students nominated me for a National Counsellors' Day Award in 2020.