

DOUGLAS NGUYEN

School Counselor
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Amy Taylor
Senior Hiring Manager
Nathan Hale High School
(987) 654-3210
a.taylor@nathanhalehs.com

Dear Ms. Taylor,

At Franklin High School, I have increased graduation rates by 15% by introducing an early intervention program for students who are at risk of dropping out or failing. This is my proudest achievement as a counselor, and I would like the opportunity to replicate similar results at Nathan Hale High School.

I have a master's degree in psychology and over 15 years of experience in assisting students in a high school environment. I pride myself on my ability to resolve conflicts and strengthen relationships between peers. I believe that I would be an excellent addition to the staff at Nathan Hale High School and hope to help solve some of the bullying issues that the school has been experiencing.

Some of my past successes as a counselor include:

- Increased college applications rates by 21% after introducing training programs for seniors showing them how to complete scholarship and general applications
- Delivered comprehensive support to disabled and at-risk students.

I look forward to telling you more about how I can advocate for youth at Nathan Hale High School. Please contact me at your earliest convenience to arrange a time and date to meet.

Best regards,

(Insert Signature Here)

DOUGLAS NGUYEN

P.S. I look forward to telling you about my peer mediation program.