



Mina Sayed

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(123) 456-7890

April 11, 2024

Ms. Meiling Li

Hiring Manager
U.B.E. University
(123) 456-7890
email@example.com

Dear Ms. Li:

On completing a three-month, on-campus internship for my master's degree in counseling, I earned high marks for my diligent support of and communication with a diverse student population. I hope to bring that same dedication to U.B.E. University as a Counselor for Student Affairs.

Your job posting intrigued me as I'd love to support your goal of delivering timely and compassionate services to distressed students. This was the cause I found most engaging during my internship at my school's health clinic.

My work highlights and qualifications also include the following:

- Consulted closely with students to help them address personal crises and locate additional mental health resources in the region as needed
- Thrived on a cross-functional, 15-member team of student counselors and other health clinic professionals
- Recently completed Master's Degree in Counseling with concentration in Clinical Mental Health

I would welcome the chance to discuss my skills further. Please call or email me to arrange an interview. I will follow up with you soon to confirm you received my resume and see if you have any initial questions.

Sincerely,

(Insert Signature Here)

Mina Sayed