

SAMPLE COVER LETTER

JOHN DOE SMITH, M.A., NCC

6101 Stevenson Ave
Alexandria, VA 22304

November 17, 2017

Dear Mr. Johnson,

I read with interest your posting for the Mental Health Counselor position on the Washington Post's website. I am a National Certified Counselor, currently completing postgraduate supervision hours as resident in professional counseling in the state of Virginia. I believe I possess the necessary qualifications, skills, and experience you are seeking and would make a valuable asset to the company.

I possess more than 5 years of experience in the Counseling profession as a mental health provider in various diverse settings. In my current position with Brighter Day Mental Health Center, I provide counseling and skill building for adults with severe and persistent mental illnesses, and those with co-occurring substance abuse/use disorders. I also have previous experience with case management, providing guidance to runaway youth, and their parents and families. Additional qualifications include implementing crisis interventions, MBTI and Strong Interest Inventory as well as trainings in trauma, bereavement, CBT, and eating disorders.

My resume is enclosed. I look forward to speaking with you regarding my qualifications as a Mental Health Counselor and welcome you to contact me by phone or email at your earliest convenience. I greatly appreciate your time and consideration.

Warmly,

John D. Smith
(123) 456-0000
john.smith@gmail.com

Helpful hints:

Your cover letter is the employer's first impression of you, so make it count!

Address the employer directly.
(Try not to use Sir/Madame or To Whom It May Concern.)

Introduction:

1st paragraph: Identify the title of the job for which you are applying and describe how you learned about it.

2nd paragraph: Discuss your skills and qualifications (i.e. education, training, experience) and other strengths you bring to the position

Closing paragraph:

Reference that your resume is enclosed. Include any final statements and thank the employer for their time.

Remember:

Tailor your cover letter to the position for which you are applying.

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