

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the School Counselor position at [School's Name] as advertised [where you found the job posting]. With a [degree] in [field] and [number of years] of experience working in various educational settings, I am confident in my ability to contribute positively to your school's counseling program.

In my previous role at [Previous School/Organization], I successfully [specific responsibility or achievement], which resulted in [outcome or impact]. My experience includes [mention specific skills or areas of expertise relevant to the job], and I have always prioritized the emotional and academic well-being of students.

I am particularly drawn to [School's Name] because of [specific reason related to the school or its programs]. I believe my approach to counseling aligns perfectly with your school's vision of [mention the school's mission or values].

I am excited about the opportunity to bring my expertise in [mention relevant skill] and my passion for helping students achieve their goals to [School's Name]. I look forward to the possibility of discussing how I can contribute to your team and support the students at [School's Name]. Thank you for considering my application. I hope to discuss my application in further detail.

Sincerely,  
[Your Name]