

## **Shannon Randall**

School Counselor | s.randall@youreemail.com | (123) 456-7890 | 123 Main Street, Tampa, FL 12345

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Rebecca McCabe  
Hiring Manager  
Robinson High School  
(987) 654-3210  
r.mccabe@robinsonhighschool.org

Dear Ms. McCabe

My proudest achievement as a school counselor was increasing the number of students graduating from Plant High School by 37% over the last five years. In addition to a master's degree in counseling and a bachelor's degree in psychology, I have over seven years of experience as a school counselor.

Throughout my career, I have offered individual and group counseling to students regarding behavior, academics, mental health, physical health, and career development. I have experience dealing with bullying at school and on social media sites, and I am particularly proud of my ability to decrease conflicts between peers. I believe that I would be an asset to your faculty and be able to assist in dealing with behavioral issues at your school.

My achievements include:

- Conducted specialized counseling sessions for at-risk pupils and helping them to achieve their potential
- Increased the number of students applying to college programs by 10% after introducing training classes to show them how to complete scholarship and application forms

I look forward to showing you how I can advocate for youth at Robinson High School. Please feel free to contact me with a time and date that suits your schedule.

Best regards,

Shannon Randall

P.S. I would love to explain the specialized learning assistance system I developed.