

Sophia R. Becker

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Ms. Elaine Rohrer
Director, Counseling Department
New Dimensions Counseling Center
P.O. Box 3030
Portland, OR 97208

Dear Ms. Rohrer,

Paragraph 1: Create Interest and briefly state why you are writing

Thank you for taking the time to talk with me regarding the Family and Child Counselor position with new Dimensions Counseling Center. I was impressed to learn that New Dimensions is the locally-renowned cross-cultural option for counseling for families in the area. As we discussed, I am interested in following up on the upcoming position. You mentioned this would be a great way for me to get started at New Dimensions. From your description, it sounds like a great match with my background and qualifications.

Paragraph 2: Make a connection between their job requirements and your experience

As you can see from my resume, I have experience working with children and in counseling roles. As an intern with Step-Up Counseling, I learned about and assisted in the process of several different assessments and goal-setting processes. My interaction with our diverse team of counselors, evaluators and office personnel provided great insight into the whole process from intake to counseling sessions to parent follow up. In addition, my study abroad experience in Mexico has increased my knowledge and desire to work in a cross-cultural environment. I visited three different counseling centers while abroad and gained intricate views on how families view counseling services in a culture different than my own. I believe this added experience will help me connect with your clientele in a culturally-appropriate and educated manner.

Paragraph 3: Call to action!

I am very interested in becoming a Family and Child Counselor with New Dimensions Counseling Center and will follow up with you next week to ensure you have received my resume and talk about the next steps in the hiring process. If you need to reach me before then, please contact me via phone at 503-838-0000 or e-mail, sbecker@gmail.com.

Sincerely,

SIGN YOUR LETTER (or scan signature to paste as a jpg for electronic delivery.)

Sophia R. Becker