

# Robert Smith

## School Guidance Counselor

---

[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

This letter is regarding my interest in applying for the post of School Guidance Counselor at \*\*\* School. As a highly experienced and efficient professional in the field of school student counseling along with strong communication skills, I am well-prepared to contribute significantly to the goals and objectives of your institution.

Your school is held in high regard for its comprehensive approach in the field of high school education. My interest in this role is further strengthened by the management's commitment to its students, with a focus on helping them grow personally, emotionally, and academically. I am sure that if I were a part of your team, I would infuse my experience and skills into the betterment of the student's life.

Apart from my five years of experience in guiding students, I have a Master's degree in School Counselling. At my current workplace, I conduct the following tasks and duties –

- Providing critical support to students, by identifying their issues, evaluating concerns, outlining treatment plans, and mentoring the students to get involved both in the classroom and in co-curricular activities, while targeting individual student goals.
- Drafting and implementing peer mediation program resulting in overall efficiency in student performance and activities.
- Advising 100 students every month on various topics, including course selection, class schedules, and career exploration.
- Demonstrating superior communication and interpersonal skills to provide optimal solutions and assist the students during stressful situations.
- Strong commitment and work ethic gaining a thorough understanding of the therapy being conducted.
- Experience in conducting transitional planning for students and collaborating with community works.

I strongly feel that my prior work experience along with my thorough knowledge of student counseling will motivate me to provide top-notch assistance to students in need. I also assure you that my other additional skills will transform into your environment, as I become your next School Guidance Counselor. I look forward to meeting you in person so that we can discuss my qualifications and expertise in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

# School Counselors Letter

**Pennsylvania. Department of Public  
Instruction**



## **School Counselors Letter:**

School Counselor's Letter Book Kenneth W. Hitchner, Anne Tifft-Hitchner, E. Andre Apostol, 1991-08-13 Here are over 200 counselor tested model letters forms memos worksheets and checklists specifically designed to help you cut the time you spend on paperwork in half letting you spend more time interacting with students teachers and parents This wide ranging resource saves you time in virtually every counseling situation that requires written communications from letters to parents and student progress reports to pre college counseling and crisis intervention **College Counseling for School**

**Counselors** Patrick J. O'Connor PhD, 2024-07-03 Everyone wants their kids to go to college but very few people know how to do that including school counselors who have more things to do and more students to work with than they have hours in the day College Counseling for School Counselors shows how to become a master college counselor in easy to read chapters and 30 minutes of activities to do each day for 60 days After that counselors will return to the chapters for quick refreshers on what to do and when Complete with websites to stay on top of current college counseling trends College Counseling for School Counselors is the comprehensive easy to read help busy counselors and students of counseling need to know to help their students and families **Group Counseling for School Counselors** Greg Brigman, Barbara Earley Goodman, 2001 A

field tested resource designed to help counselors educate students in areas such as interpersonal communication conflict management and relationship building **School Counselors as Practitioners** Judy A. Nelson, Lisa A. Wines, 2018-07-16 Designed for school counseling course work and as a reference for school district personnel this text demystifies the roles and responsibilities of the school counselor and teaches students and practitioners how to perform conduct follow through and carry out various roles and responsibilities required on the job School Counselors as Practitioners conveys strategic step by step processes and best practice recommendations with emphasis on ethical and multicultural considerations The 14 chapters in this textbook maintain and are consistent with the basis of school counselors work in the school counseling core curriculum responsive services individual planning and system support and special attention is paid to ASCA and CACREP standards A companion website provides students with templates and handouts for on the job responsibilities as well as quiz questions for every chapter School Counseling Practicum and Internship Helen S. Hamlet, 2016-10-28 School Counseling

Practicum and Internship 30 Essential Lessons combines crucial counselor knowledge with the experience of experts in the field into one practical guide for addressing the real world of school counseling Drawing on more than a decade of teaching author Helen S Hamlet PhD presents a collection of lessons and techniques that includes forms websites activities and current information focusing on a range of challenging issues This unique text is a resource that practicum and internship students counselor educators and practicing school counselors will keep and refer to for years to come The School Counselor's Guide to Helping Students with Disabilities Laura E. Marshak, Claire J. Dandeneau, Fran P. Prezant, Nadene A. L'Amoreaux, 2009-12-21 Down to earth advice for helping students with disabilities succeed The School Counselor's Guide to

Helping Students with Disabilities offers school counselors a practical guide for handling the complexities of working with children and youth who have disabilities The book is organized to correspond with the myriad responsibilities and roles assumed by school counselors in elementary middle and high school settings The authors provide both seasoned and new school counselors with the insight and tools they need to successfully promote the academic personal social and career success of students with disabilities Presents a wealth of relevant disability related knowledge and useful strategies Includes information on the most pertinent legislation pertaining to students with disabilities Offers the most effective counseling interventions for helping young children or adolescents experiencing social exclusion because of their disabilities Bonus section contains a wealth of disability specific information with implications and practical applications for counselors This important book brings together experts in two disciplines school counseling and special education disabilities in order to address the practicalities and possibilities of working with students with disabilities **The Essential School Counselor**

**in a Changing Society** Jeannine R. Studer, 2014-02-07 Jeannine R Studer s The Essential School Counselor in a Changing Society offers a practical approach to helping students understand the methods and standards in contemporary school counseling Integrating the new ASCA model as well as the CACREP Standards across all areas of school counseling practice this core text provides a unique and relevant perspective on the 21st century school counselor Studer focuses on ethics and ethical decision making as well as contemporary issues faced by today s counselor such as crisis response career counseling and advisement group counseling advocacy and collaboration The text begins with coverage of school counseling foundations addresses intervention and prevention and devotes the final section to enhancing academics through a positive school culture Not only does this text address the CACREP standards for school counseling but it also provides excellent examples and applications of school counseling within the ASCA National Model framework Karen D Rowland Mercer University This text is a valuable contribution to the profession addressing the multi dimensional and complex roles and responsibilities of the 21th century school counselor It is a foundational text that counselor educators can utilize throughout a master s degree program in mentoring interns into the profession Diana L Stephens California Lutheran University **The School**

**Counselor's Preparation and Professional Practice Desk Reference and Examination Study Guide** Rita

Schellenberg, 2024-10-25 This third edition of The School Counselor s Preparation and Professional Practice Desk Reference and Examination Study Guide is a comprehensive resource for both pre service and practicing school counselors It is intended to be used as a school counselor preparation course text credentialing exam study resource and comprehensive desk reference The text material holistically addresses culturally sensitive practices and the professional legal and ethical principles of school counseling in today s public K 12 schools capturing the past present and future of the profession using a personable writing style that engages readers The material meets preparation criteria for the NBPTS School Counseling National Certification assessment School Counselor Preparation Comprehensive exams state specific school counselor

licensure exams and the Praxis School Counselor exam which was recently adopted as the exam for earning the ASCA Certified School Counselor ACSC credential The text includes a glossary of important terms common acronyms and real world case studies for enriched discussions and enhanced understanding Each chapter includes guided reflections and knowledge checks with end of chapter exam simulations and case studies to include correct responses and explanations for those responses A cumulative end of text comprehensive simulation exam with responses is also included The text covers the requisite information pre service and practicing school counselors need to be the very best twenty first century school counselors in accordance with contemporary research the ASCA National Model CAEP CACREP and NBPTS standards

**Elementary School Guidance and Counseling Incentive Act** United States. Congress. House. Committee on Education and Labor. Subcommittee on Elementary, Secondary, and Vocational Education,1981      **B+ Grades, A+ College Application** Joie Jager-Hyman,2013-07-23 This alternative college guide from a former Dartmouth assistant admissions director turned consultant gives non straight A students advice on the many options available to them and tips on how to identify gain admittance to and pay for the schools that will allow them to flourish Less than perfect grades No problem Contrary to popular opinion you don t need to have a 4 0 GPA or a perfect jump shot to get into a good college This insider s guide reveals easy tweaks that will pay off big time in showing admissions officers that you as a whole not just your SAT scores are a perfect fit for their incoming class With stellar advice on getting into schools that will allow you to thrive this handbook reveals how to Find great colleges that are a good match for your strengths and will overlook less relevant weaknesses Painlessly beef up your application Tailor extracurriculars to showcase your uniqueness Make sure your recommendation letters emphasize the right qualities Write original essays that reveal traits beyond your transcript Make an impression on admissions officers and college interviewers Create an early admissions strategy to increase your likelihood of acceptance Help your chances if you re deferred Get into brand name schools through the side door Communicate about learning disabilities or special circumstances Get scholarship money based on attributes other than grades Customize your financial aid strategy **BONUS** Includes an appendix of 130 selective colleges to consider      *Love the Journey to College* Jill Madenberg,Amanda Madenberg,2017-08-01 Jill Madenberg draws upon her 20 plus years of counseling experience while her daughter Amanda a student who just recently went off to college adds tips and personal stories Whether you are wondering how to choose high school classes and activities create a realistic college list get the most out of a campus visit or maintain a positive and healthy attitude Love the Journey to College will help you make educated decisions throughout the process and show you how to do it with a smile As the daughter of an experienced college counselor Amanda Madenberg has been visiting colleges for as long as she can remember on family vacations weekend road trips and school holidays Even at a young age she took interest as her mom spoke with tour guides admissions counselors and students on campus to get a feel for life at a particular school Most importantly Amanda greatly enjoyed her own college application process from visiting campuses to

writing supplemental essays Writing as both a typical high school student and as the daughter of a college counselor Amanda lends a unique and entertaining perspective to *Love the Journey to College* *School Administrator's Complete Letter Book*, 2003-04-30 The *School Administrator's Complete Letter Book with CD ROM Second Edition* offers a comprehensive selection of model letters and memos for a wide variety of educational purposes and situations This book and its accompanying CD contain a gold mine of tested usable letters and other communiques some of which can be used practically word for word from the book while others can be adapted to your specific needs The book's letters and memos represent the contributions of more than 60 outstanding school administrators throughout the United States including superintendents principals supervisors guidance counselors and others all of them with well earned reputations for solid professional communication Many types of letters are included letters addressed to parents teachers students teacher applicants other school administrators businesspeople and the community at large In addition this handy resource is clearly organized designed for easy use and filled with the best letters of the best communicators in modern American education The CD ROM makes the letters easy to modify to fit your own situations

**College Admissions Together: It Takes a Family** Steven Roy Goodman, Andrea Leiman, 2007 *Foundations of School Counseling* Cher N. Edwards, Mary Amanda Graham, 2022-10-31 Interweaves the perspectives of school counseling educators with those of practitioners in the trenches This foundational text for school counselors in training is the only book to have chapters coauthored by counselor educators and practicing school counselors It delivers easily accessible information based on a scholarly foundation of best practice recommendations from the field and research based data driven content including school counseling interventions issues for professional practice and a toolkit of helpful resources The book is distinguished by its in depth examination of the day to day role of the school counselor in elementary middle and high school settings often a different reality than the recommended practice by the ASCA National Model along with a commitment to cultural competency and social justice throughout Providing a platform for the contributions of historically underrepresented voices the text links theory and practice to provide readers with tangible and concrete strategies to implement It covers the nuts and bolts of school counseling interventions including individual group classroom guidance and crisis intervention Each chapter begins with a K 12 student testimony to highlight the impact of school counseling interventions and to promote a better understanding of student needs This strengths based text also examines a variety of contemporary topics that strongly affect students including an entire chapter on LGBTQIA issues and coverage of Anti Racism policies and Virtual Counseling Additional features include Voices from the Field and Practical Applications that demonstrate real scenarios in practice Instructor's will also have access to the Instructor's Manual Test Bank and chapter based PowerPoint presentations Key Features Merges the perspectives of counselor educators with the frontline experiences of practicing school counselors Examines in depth the day to day responsibilities of the school counselor Grounded in a scholarly foundation of research based best practice recommendations Delivers student testimony

about how school counseling has affected them Includes illustrative case studies and challenging discussion questions Details school counseling interventions and other practical applications Embraces a commitment to cultural competency and social justice throughout General Bulletin on Guidance Pennsylvania. Department of Public Instruction,1927 **A Is for Admission** Michele A. Hernández,2010-10-28 A former admissions officer at Dartmouth College reveals how the world s most highly selective schools really make their decisions The Thinking Parent's Guide to College Admissions Eva Ostrum,2006 Furnishes a guide on how to negotiate the college admissions process offering advice tools and procedures that cover everything from the college application timetable to writing an effective application essay **The Elementary / Middle School Counselor's Survival Guide** John J. Schmidt,2010-07-23 An expanded edition filled with ideas strategies and tools for school counselors This Survival Guide helps counselors plan and implement an effective counseling program tailored to the needs of all students Step by step the book walks readers through every aspect of the school counselor job including designing a comprehensive counseling program communicating with students and fellow staff facilitating groups promoting positive school discipline integrating a guidance curriculum intervening in times of crisis and taking personal and professional care of oneself Discusses how to reach out to diverse student and parent populations Shows how to integrate the American School Counselor Association s National Model for designing delivering and evaluating a school s counseling program Reveals how new technology can improve services to students and parents Other titles by Wiggin I O U S A Demise of the Dollar and Financial Reckoning Day This comprehensive resource also includes a wealth of reproducible worksheets letters checklists and forms designed to save time and effort for busy school counselors *Dear Mr. Nelson* Kenneth E. Nelson,2010-07-09 Kenneth E Nelson didn t intend to become a twenty year volunteer speaker for MADD Mothers Against Drunk Driving and SADD Students Against Destructive Decisions It certainly wasn t in his thoughts to become a sort of Ann Landers for teenagers Somehow one step led to another and before long the personal rewards were so great he couldn t stop After delivering a presentation to a high school class he was surprised to receive a letter from one of the students detailing his troubles with alcohol This boy s letter was the first of thousands that arrived after Nelson s more than 4 700 lectures and counting Many of these letters are here in this unique collection of candid honest and revealing letters from teenagers In *Dear Mr Nelson* Nelson has compiled a book of written expressions that may never be duplicated again Education Amendments of 1977 United States. Congress. Senate. Committee on Human Resources. Subcommittee on Education, Arts, and Humanities,1978

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