

Heading can  
match your  
resume

## CONNIE COUNSELOR

**Campus Address:**

WSC, Neihardt Hall #222  
Wayne, NE 68787  
(402) 375-0000  
e-mail: ccounselor@willy.edu

**Permanent Address:**

400 South Maple  
Norfolk, NE 68701  
(402) 379-5555

Today's Date

Ms. Janice Roads, Director  
Hope House  
55 Browerton Road  
Little Falls, NJ 07000

Dear Ms. Roads:

**TIPS:**

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1 1/2 inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with "I".
- No longer than 1 page, write concisely.
- Keep a copy for your records.

Please accept this letter of interest in a summer internship at Hope House. Your agency's reputation in helping individuals with addictions is exemplary, and I would be honored to be a part of your team.

Currently, I am a senior at Wayne State College majoring in Human Service Counseling. Throughout my academic career, I have taken introductory and advanced courses in the fundamentals of counseling, communication and psychology. This background has prepared me well for an internship. In addition, my work and volunteer experience with individuals in need of assistance has strengthened my ability to communicate effectively.

My enclosed resume further highlights my qualifications. Should you choose to accept me as an intern, I would receive academic credit from Wayne State College and would need to complete 400 hours of work experience.

In closing, I am very eager to learn and gain experience in the counseling field. I will contact you the week of [Date] to discuss the possibility of an interview. In the meantime, if you have further questions, please feel free to contact me at (402) 375-0000.

Thank you for your time and consideration.

Sincerely,

← Your signature  
here

Connie Counselor

Enclosure