

Mina Sayed

example@myemail.com

(098) 765-4321

456 My Street, San Diego,
CA 76543,

Ms. Meiling Li
U.B.E. University
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Li:

On completing a three-month, on-campus internship for my master's degree in counseling, I earned high marks for my diligent support of and communication with a diverse student population. I hope to bring that same dedication to U.B.E. University as a Counselor for Student Affairs.

Your job posting intrigued me as I'd love to support your goal of delivering timely and compassionate services to students in distress. This was the cause I found most engaging through the course of my internship at my school's health clinic.

My work highlights and qualifications also include the following:

- Consulted closely with students to help them address personal crises and locate additional mental health resources in the region as needed
- Thrived on a cross-functional, 15-member team of student counselors and other health clinic professionals
- Recently completed Master's Degree in Counseling with concentration in Clinical Mental Health

I would welcome the chance to discuss my skills further. Please call or email me to arrange an interview. I will follow up with you soon to confirm you received my resume and see if you have any initial questions.

Sincerely,
Mina Sayed