

Part-time Paragraphs letter

**Mary Jones**  
123 Mary Street  
Park Forest, IL 60466  
Cell: (708) 123-4567

October 10, 2008

Ms. Jane M. Smith  
Director of Human Resources  
Mega Big Company  
1234 Industrial Parkway  
Chicago, IL 60602

Dear Ms. Smith:

After a rewarding career as a school counselor, I am seeking a part-time or consulting position that will utilize my extensive experience counseling and organizing groups and individuals. I believe that my knowledge and expertise would benefit your organization in an employee development, training, or personal counseling role.

Some of the relevant experiences that I have gained during my career include participating in the design and implementation of a developmental curriculum program, which has assisted students to enhance their skills and grow professionally. I have also evaluated student interests using several assessment tools, such as Discover, Career Cruising, and the Strong Interest Inventory. Through individual counseling and the implementation of academic skill building groups, I have helped hundreds of students reach for their potential. Advising students on various educational and career paths, I have assisted many young people in selecting their college and trade school choices and have written appropriate recommendation letters.

Other relevant work skills have included counseling individuals on a wide array of personal, career, and social issues. I facilitated over eight groups with individuals between 14-19 years old on concerns such as drug abuse, teen pregnancy and academic achievement. Additionally, I have launched a School-to-Work program for high school students, which has included building relationships between students and local employers.

Enclosed for your reference is a resume outlining my professional background. I am confident that my skills would be transferable to your business. I look forward to hearing from you and I can be reached at 708-123-4567 at your earliest convenience. Thank you for your consideration.

Sincerely,

Mary Jones