

[Bulleted Letter Format]

**Mary Jones**  
123 Mary Street  
Park Forest, IL 60466  
Cell: (555) 123-4567

October 10, 2011

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:

- Participated in the design and implementation of a developmental curriculum program for the ABC School District. This district wide program assisted students at all levels of development to enhance their skills and grow professionally.
- Coordinated all systems support staff meetings to assist staff and faculty members to integrate various ideas from many departments.
- Evaluated and advised students' potential on various educational and career paths, as well as assisting students in college and trade school choices with appropriate recommendation letters.
- Counseled individuals on a wide array of personal, career, and social issues through the facilitation of over eight groups with individuals between 14-19 years old. Relevant concerns such as drug abuse, teen pregnancy and academic achievement were addressed.
- Launched a School-to-Work program for high school students, which included building relationships between students and local employers.

Enclosed for your reference is a resume outlining my experience and 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 555-123-4567 at your earliest convenience.

Sincerely,

Mary Jones