

Aileen Duarte

School Counselor

Aileen Duarte

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March 1st 2024

Jenny Reader

Hiring Manager

The Charter School of San Diego

5678 Second Street

San Diego, CA 67890

Dear Ms. Reader,

Thank you for the opportunity to apply for the school counselor role at The Charter School of San Diego. After reviewing the job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a proactive college student (3.8 GPA, BS in Liberal Studies) currently attending San Diego University. During the course of my academic career, I also managed to accrue nearly 3 years of work experience. I had the privilege of working for Harmonium as a PrimeTime Site Director in my spare time, where I learned valuable professional skills such as classroom management, curriculum development and education administration. In both my academic and professional life, I have been consistently praised as hard-working by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven leadership, teamwork and problem-solving skills.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your campus. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Aileen Duarte

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