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Dear School District Human Resource Managers,

I would like to express my interest in the **School Counselor** position in your school. I am a multi-lingual speaker who is passionate about the field of school counseling and student services. My goal is to collaborate with students, faculty, staff, families, and the larger community to ensure our students achieve their academic aspirations, graduate college- and career-ready, and are successful in personal and social spheres of their lives. As a school counselor in your school, I will support students in the aforementioned areas as well as act as an advocate for all students and the school to effect systemic changes with social justice and equity in mind.

My education and relevant career experiences in K-16 education have prepared me to be an effective and efficient school counselor on your team. As a registrar's assistant at University of California, San Diego, I successfully advocated for equitable summer session fees for incoming undergraduate and graduate students. In May 2014, I am graduating from San Diego State University with a Master of Science in Counseling with a Specialization in School Counseling and a Pupil Personnel Services credential. My program prepared me for a successful and rewarding career in school counseling by giving me in-depth knowledge of the school counseling profession, most notable of which is the design, implementation, evaluation, and management of a comprehensive school counseling program based on the American School Counselor Association's National Model.

At fieldwork, I have the opportunity to work in schools with a diverse student population and achievement rating (state standardized test scores) similar to your school. My work as a school counseling trainee at Libby Elementary gave me the opportunity to work closely with students and provide support and responsive services in various academic, college/career, and personal/social topics. Through the use of report card data, my colleagues and I were able provide students with appropriate services via small group sessions in accordance with the Response to Intervention model. With the support of administrators and faculty, our students received higher citizenship grades. The school and student body also enjoyed a decrease in the number of trancies, referrals, and suspensions. At Preuss School UCSD, my colleagues and I utilized data from the school's student health survey (similar to California Healthy Kids Survey) to provide classroom lessons on stress management. Through our efforts, students showed significant increase in knowledge and skills regarding stress management and now have a healthier attitude towards stress.

Enclosed is my resume with details regarding my experiences and qualifications. Thank you for your time and consideration. I look forward to becoming part of your team in the near future.

Sincerely,

Kathy Ng