

[Mention date]

To,

[Mention name of hiring manager]

[Mention name of the organization]

[Mention address of the organization]

Dear [Mr. /Mrs. /Ms.] [Manager's name],

It is my earnest desire to work in [mention organization name] in the post of guidance counselor. It is because [mention your organization name] is running successfully for [mention the time span] years with employee strength of [mention the number of people]. Working in [mention the organization name] will be a wonderful opportunity for me. The advertisement for the post of guidance counselor on [mention the source] has inspired me to apply for this post.

I am confident of the fact that my academic qualification, skills, and experience make me a suitable candidate for your organization.

I will be completing [mention age] the year by [mention date]. I do find myself a highly motivated, efficient, and capable candidate for the post of guidance counselor. I do have the ability to guide the students in the right direction.

I have earned a bachelor's degree in [mention specialization field] from [mention university name] with a percentage of [mention percent]. I had been a college topper. I always had the interest to participate in co-curricular activities.

I had been appreciated for my performance in the theater workshop organized by the administrators of the college. My interest in performing arts had dragged me to study post-graduation course from [mention the college name]. I secured the highest marks in my post-graduation course from [mention the university name].

I completed my internship in [mention the organization name]. It was for a period of [mention the time span] months. I learned to develop and implement enclosing educational and counseling plans. I encouraged the students to participate in group activities. I had been responsible for attending to cultural and social differences and counseling the students accordingly.

Once I join [mention organization name], I will definitely put my best efforts in counseling the students and encourage them to choose suitable career options.

It is my earnest request that you must contact me on [mention the contact number] or [mention email id] for further details.

Thanking You,
Yours Sincerely,

[Mention your name]