



UNIVERSITY OF MONTEVALLO Career Development Center

PROFESSIONAL LETTERS

Covers letters that are used to introduce candidates for professional positions tend to be more detailed. They serve as an accompaniment to your resume or curriculum vita. They are typically used to initiate contact and inquire about opportunities or to respond to a posted opportunity.

These types of cover letters, while still somewhat summative, generally provide information on behalf of a candidate that possesses more than one degree and some basic professional experience. The letter would include a more detailed overview of the candidate's experience, perhaps offering additional descriptors about the candidate's work functions. The letter might also include information about professional memberships, research, publications, presentations, licenses, and certifications.

The opening paragraph states your objective. The closing paragraph expresses your interest in following up. And the middle paragraphs are devoted to summarizing your professional experience and educational background.

COUNSELING | MENTAL HEALTH

I was excited to see your announcement posted for a Counselor position with the Chilton-Shelby County Mental Health Center. I believe I possess the necessary skills and credentials to meet your requirements and would like to submit my application for your review.

I have a Master of Education degree in Clinical Mental Health Counseling from the University of Montevallo. I have a Bachelor of Science degree in Psychology from the University of Alabama. I also have my LPC and NCC designations. I have a thorough knowledge and understanding of mental health issues, counseling theory, clinical practice, therapeutic techniques, and developmental psychology.

I have a background in counseling, advising, mentoring, and teaching. I am currently serving as a counselor with Grayson & Associates, where I meet with regularly with clients regarding relationship issues and substance abuse. My additional relevant experience includes serving as a graduate assistant in the UM Counseling Center, where I conducted individual client sessions with college students regarding issues related to stress, relationships, and self-esteem. I served as a mentor and advisor in the UM Trio/Upward Bound Program, where I worked with at-risk students. I also served as a teaching assistant and tutor in the Psychology Department at the University of Alabama.

I am a member of the Alabama Counseling Association and the Alabama Association of Marriage & Family Therapists. I have conducted research and given presentations on gender identity issues. I possess strong interpersonal facilitative, and attending skills and excellent relationship-building and problem-solving abilities.

I would like to apply for the Counselor position with the Chilton-Shelby County Mental Health Center. I would be very interested in exploring this opportunity further. I look forward to hearing from you regarding my qualifications. Thank you for your consideration.

HIGHER EDUCATION | ADMINISTRATION

I read with interest your recent announcement posted for the Assistant Director position in the Student Success Center at the University of Alabama at Birmingham. I am confident I possess the necessary credentials and background to meet your requirements and would like to submit my application for your review.

I have a Master of Higher Education Administration degree from the University of Alabama. I have a Bachelor of Science degree in Business with a minor in Psychology from the University of Montevallo. I have a comprehensive knowledge and understanding of student development issues, college to career transition, ethics in higher education, diversity and inclusion, and developmental psychology.

I have a background in student affairs, advising, mentoring, and management. I am currently serving as an Academic Advisor for the UAB Psychology Department, where I meet with regularly with students regarding their coursework and career path. My additional relevant experience includes serving as a graduate assistant in the University of Alabama Student Life Office, where I helped train and mentor students to be campus leaders and peer advisors. In that capacity, I assisted with the planning of activities that addressed the social, emotional, and academic needs of college students. As an undergraduate I was the President of the UM Pi Kappa Alpha fraternity, I served as a student government representative, and was a Cabinet member for the UM College Night Program.

I am an active member of the National Association of Student Affairs Professionals. I have conducted research and given presentations on leadership, diversity, and ethics in higher education. I possess strong managerial and administrative skills and excellent interpersonal and problem-solving abilities.

I would like to apply for the Assistant Director position in the Student Success Center at the University of Alabama at Birmingham. I would be very interested in exploring this opportunity further. I look forward to hearing from you regarding my qualifications. Thank you for your consideration.

BUSINESS | ADMINISTRATION

I was excited to see your announcement posted for the Director of Development position with the Lakeshore Foundation. I believe I possess the necessary skills, credentials, and experience you mentioned in your description. Therefore, I would like to submit my application for your review.

I have a Master of Business Administration degree from the University of Montevallo and a Bachelor of Science degree in Public Relations from Auburn University. I have a thorough knowledge and understanding of business concepts, marketing principles, sales techniques, and financial strategies.

I have a background in marketing, public relations, and fundraising. I am currently serving as the Community Coordinator at Children's Hospital, where I organize community outreach activities and fundraising projects. My additional relevant experience includes serving as a business intern in the marketing department of Regions Bank, where I assisted with public relations projects, financial literacy events in local schools, and customer service initiatives. I served as the local Community Representative for the Susan Komen Race for the Cure event, in which I planned and organized a large-scale public event and coordinated all aspects of the fundraising efforts.

I am a member of the Alabama Association of Fundraising Professionals and a board member of the University of Montevallo Alumni Association. I possess strong leadership and managerial skills, excellent interpersonal and relationship-building abilities, and strong administrative and organizational skills.

I would like to apply for the Director of Development position with the Lakeshore Foundation. I would be very interested in exploring this opportunity further. I look forward to hearing from you regarding my qualifications. Thank you for your consideration.