

# NATASHA MARKHAM

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April 8, 2017

Re: Application for Posted Counseling Position

**Dear Hiring Manager,**

Please accept this letter and attachments as my application for your posted counseling position. With several years of experience as a counselor in an internship capacity, in addition to specialized academic training in the field of counseling, I believe that I am an ideal candidate for consideration for this position.

To me, the most important aspect of counseling is knowing how to give individuals the space they need to realize their own potential and gain the self awareness required for living their lives to the fullest. Positive change in others motivates me and serves as my goal to work toward with every client, offering whatever hope and support I can in order to achieve that. This was made clear to me after one particular experience where I assisted a young adolescent girl who was having family difficulties. I handled the situation with care, speaking privately with the client and ultimately referring her to an inpatient facility. In a moment of crisis for that girl and her family, I was able to remain calm and express empathy for their pain and genuine concern for their next steps while also providing professional and confidential service.

Similarly, throughout my academic training I also immersed myself in workplace positions that would allow me to build and exercise my professional communication, conflict resolution, and leadership skills, with a view to ultimately working as a counselor. This included working with clients who had a variety of mental health issues, each requiring individualized care. In these capacities, I was also able to build familiarity with professional and confidential administrative duties such as record keeping, maintaining case notes, and curriculum development. I believe that my ability to offer personalized, professional, and (when necessary) compassionate assistance to individuals enables me to succeed as a counselor and gives me strong foundations to continue building upon.

In summary, I know the value of organization, professionalism, and communication. I am a team player with specific counseling experience, as well as other related professional management experiences that have allowed me to build strong conflict resolution skills. I regularly seek to exceed my clinical supervisor's expectations. Most importantly, however, I have a genuine passion for this field of work, and more specifically, for assisting others. I invite you to review my application and welcome any opportunity to speak with you to discuss my suitability for this position. Thank you kindly for your time and consideration.

Yours sincerely,

***Natasha Markham***