PSY 201 - The Psychology Major: Academic and Professional Issues
Module 6: Sample Cover Letter and Sample Resume
June 10, 2009

Mrs. Jane Doe  
Director of Personnel at Children’s Helping Hand Center  
555 Street Address  
City, State, 33333

Dear Mrs. Doe:

I am writing you to apply for the counseling assistant position that was advertised online through the Tallahassee Democrat on May 1, 2009. I have attached my resume that illustrates I received my Bachelor of Arts in Psychology from Saint Leo University in May of 2009.

The advertisement indicated that you are looking for someone who is dedicated to helping others, is responsible, possesses good communication and interpersonal skills, has computer and problem-solving skills, and has a degree in psychology. I believe that you will find that my education and work experience will meet your expectations for this position. I have taken several relevant courses in psychology, and have acquired a great deal of knowledge regarding developmental psychology and mental health issues. I have supplemented my education and gained experience in a social work setting, including an internship at the Department of Children and Families.

It would be a pleasure to with you, at your convenience, to discuss if my education and experience meet your employment needs. I will contact your office within the next week to discuss the possibility of an interview. If you have any questions or required additional information, please contact me at (555) 555-5555.

Thank you for your time and consideration.

Sincerely,

Joe CoolStudent

Enclosure: Resume
JOE COOLSTUDENT

111 Home Street
Hometown, Florida 11111
Home Phone: (555) 555-555

Saint Leo University
123 University, Room 555
33701 State Road 52
Saint Leo, Florida 33574
School Phone: (352) 588-8200
Email: joecoolstudent@email.saintleo.edu

OBJECTIVE
To obtain an entry-level counseling assistant position in a social service agency requiring strong interpersonal skills.

EDUCATION
Lake City Community College, Lake City, Florida
Associate of Arts in Liberal Arts, May 2007
GPA -3.9 on a 4.0 scale

Saint Leo University, Saint Leo, Florida
Bachelor of Arts in Psychology, May 2009
GPA - 3.7 on a 4.0 scale.

QUALIFICATIONS
- Assertive, responsible, mature judgment & dedicated to helping others
- Strong interpersonal and communication skills (both oral and written)
- Proficient in Microsoft Office Suite and some experience with SPSS
- Excellent numeric, research, problem solving, & critical thinking skills
- One year internship experience in social service setting
- Relevant Course Work: Developmental Psychology, Abnormal Psychology, Research Methods, Business Computer Skills

PREVIOUS EMPLOYMENT
Helping Hearts Counseling Center, Whoville, FL, March, 2006 to Present
- Intake coordinator and Administrative Assistant
- Assisted with admission of counseling patients

Florida Department of Children & Families, Whoville, FL, Aug-Dec 2008
- Intern
- Researched and wrote reports on area pre-schools
- Provided families with information needed to make informed decisions

VOLUNTEER EXPERIENCE
Guardian ad Litem Program (CASA) – Volunteer, Case Coordinator
- Obtained knowledge related to medical and school records
- Developed court reports regarding school and family environments

EXTRA-CURRICULAR ACTIVITIES
- Phi Theta Kappa, Former President and Current Member
- Directed and organized meetings
- Held public speeches on motivation and goal achievement

AWARDS RECEIVED
Salutatorian - Lake City Community College

HOBBIES AND INTERESTS
Fishing
Gardening