111 Internship Avenue

Mechanicsburg, PA 17055

February 26, 2013

Ms. Sandy Smith, LPC

Director of Supervision

Sunshine Counseling Center

234 Smiles Lane

Peaceful Place, PA 56789

Dear Ms. Smith:

I discovered Sunshine Counseling Center through an internet search and am writing to express my interest in completing an internship with your agency. Currently, I am enrolled in a CACREP accredited Graduate Counseling Program at Messiah College and plan to graduate in May 2014. After graduation, I hope to work with clients who have eating disorders and I was excited to notice that this is one of the areas of specialization for your agency. I would greatly appreciate the opportunity to contribute to the mission of Sunshine Counseling Center while learning from your highly qualified staff and growing in my counseling skills.

Both my educational background and previous work experience have prepared me well for an internship in the counseling field. As a student in the Clinical Mental Health Counseling track, I have taken courses in the areas of group counseling, counseling techniques, ethics, multicultural issues, psychopathology, and substance abuse/addiction. In addition, during my Practicum course I completed 100 hours with Meadow Brook Counseling Center, an inpatient treatment facility, where I had the opportunity to be involved with intakes and co-lead a group for adolescent girls diagnosed with eating disorders. Working with Meadow Brook Counseling Center further confirmed my passion for helping others and my desire to learn more about how to be an effective counselor. The evaluation feedback I received from both my faculty supervisor and site supervisor indicated that my performance exceeded their expectations. My previous work as a therapeutic support staff and case manager have also contributed to my growth as a professional and helped to sharpen my interpersonal skills.

I hope to complete my internship with Sunshine Counseling Center during the Fall 2013 semester which runs from August 25th – December 21st. Over the course of the semester, I will need 300 on-site hours under the supervision of a licensed professional. Of the 300 on-site hours, 120 hours will need to be spent working directly with clients. I am also required to have one hour of supervision each week.

I would greatly appreciate the opportunity to complete my internship with Sunshine Counseling Center. Thank you for giving my resume careful consideration. Please feel free to contact me at 111-222-3333 or via email at myaddress@messiah.edu if you have any questions. I look forward to speaking with you.

Sincerely,

Jane Doe

Enclosure: Resume