

## (Instructions)

# First Last

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Date

Hiring Manager Name (if known)

Name of Company

Company Address

City, State, and Zip

Dear Dr./Mr./Mrs./Ms., (OR Dear Hiring Manager,)

Grab your reader's attention (while being succinct)! State which position you are applying to and the name of the department/unit/office within the company where you would work. (If you are inquiring about a possible job opening, then specify the type of job that you are seeking.) Identify why you are interested in this position, the company, and/or its services. This may require researching the position and the company. Review the company's mission, vision, and values. Tell them how you connect to their goals and why you are a good fit. If you know anyone within the company, you can mention it here. You can share if the person notified you of this position or had a positive comment concerning the company (make sure to notify the person first if you are using their name).

Why are you passionate about this career? Remember, this is the story that supports your resume – do not restate what is on your resume. What got you interested in this career, what have you learned, and how have you prepared for this position? Highlight very quickly your academic background, work experience, achievements, transferable skills, and/or character traits that are applicable and qualifies you for this position. (Do not list all of your skills, use the story you tell to weave in the skills you possess which are most relevant to this position.) Give a specific example of a skill or an experience that describes how you will benefit or contribute to the company. Be creative, even if you have not had relevant professional experience, include examples of academic projects that describe your energy, initiative, and eagerness to work in this position.

In the closing paragraph, creatively state (1 sentence) your passion, academic preparation, skills, and experiences that uniquely qualifies you for this position. Be gracious and thank the reader for their consideration and time. Conclude with the statement, "I look forward to hearing from you." If applying via email, indicate you have attached a copy of your resume.

Sincerely,

*Physically sign above your typed name. This makes the letter more personal.*

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### CHECKLIST:

- \_\_\_\_\_ 1. Letter is specific to each position and company. Remember, they want to get to know you better.
- \_\_\_\_\_ 2. Name and Contact Information is the same as on your Resume and Reference Page.
- \_\_\_\_\_ 3. Company contact information includes; Name, City, State, and Phone are at the left top – under the date.
- \_\_\_\_\_ 4. Research to find the name of the hiring manager for the salutation (if unavailable use Hiring Manager).
- \_\_\_\_\_ 5. Express the commonality or your connection with the company.
- \_\_\_\_\_ 6. Use personal pronouns. However, do not use "I" at the beginning of each sentence.
- \_\_\_\_\_ 7. Do not tell the reader you are "starting out" at the company. This communicates you will leave soon.
- \_\_\_\_\_ 8. Thank the employer for his/her consideration and time.
- \_\_\_\_\_ 9. Check, check, and check again for grammar (avoid passive voice if possible) and spelling errors.
- \_\_\_\_\_ 10. Keep the letter to 1-page, simple, and in a professional business tone (not casual).

(Sample)  
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Date

Hiring Manager Name (if known)

Name of Company

Company Address

City, State Abbreviation, and Zip

Dear Dr./Mr./Mrs./Ms., (OR Dear Hiring Manager,)

It all started with a handwritten letter. As a close friend battled the overwhelming weight of anxiety and depression, they reached out to me in a moment of vulnerability. Their words painted a vivid picture of the darkness that consumed their thoughts and the desperate need for support. Filled with compassion and driven by my faith, I immersed myself in researching mental health resources, connected them with professional support, and became their unwavering source of encouragement. This deeply transformative experience not only solidified my commitment to mental health but also ignited a passion to serve as an LPC at Liberty University's Counseling and Psychological Services department (CAPS), where I am dedicated to making a meaningful difference in the lives of students facing similar challenges.

Throughout my academic journey at Liberty University, where I pursued a Masters in Clinical Mental Health, I have been inspired by Liberty's mission of Training Champions for Christ. It is this mission that has guided me in my pursuit to integrate my faith with my profession, allowing me to provide holistic care to those in need. During my internship at Light Counseling, I witnessed the transformative power of counseling firsthand. Working closely with clients, I had the privilege of providing individual counseling and facilitating group therapy sessions. One remarkable experience involved supporting a client who had faced severe trauma, anxiety, and depression. Through the application of evidence-based interventions, a safe therapeutic environment, and genuine empathy rooted in my faith, I witnessed their journey towards healing and resilience. This firsthand experience solidified my belief in the power of counseling and fueled my determination to walk alongside individuals on their paths to well-being.

As an LPC in Virginia, I possess the skills to support the mental health needs of students at Liberty University. My goal is to create a safe, nurturing environment where students can explore their experiences, develop coping strategies, and find solace in their faith. With a strong academic background, practical experience, and unwavering dedication, I am confident that I am an ideal fit for the LPC role at LU CAPS, embodying Liberty's mission of Training Champions for Christ. Thank you for taking the time to read a small part of my story, as I can't wait to share the rest of it with you soon.

Sincerely,

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## (Sample Hook Statements)

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- In a small, close-knit community, I stood alongside a family as they faced the challenges of poverty, providing resources, advocacy, and a glimmer of hope for a brighter future.
- Picture this: A shy, introverted student finds her voice and blossoms into a confident leader with the guidance and support I provided throughout her school journey.
- Imagine a couple on the verge of separation, their marriage hanging by a thread. They screamed harsh words at each other, the room filled with tension, and my heart pulsed faster and faster with adrenalin when the couple quickly stood up from their chairs. Would I be able to help them reconnect emotionally and reignite the spark that initially brought them together?
- In a gripping courtroom drama, I took the stand as an expert witness, shedding light on the psychological factors that influenced an individual's criminal behavior. Through my testimony, I played a crucial role in shaping the outcome of the trial, ensuring justice was served.
- In a classroom filled with diverse learners, I crafted individualized behavior plans, unlocking the potential of a student with autism, and witnessing their remarkable academic progress and social integration.
- I transformed a struggling organization by using data and tailored strategies to foster teamwork, trust, and innovation. Skepticism turned into success as I rewrote their story of despair, creating a thriving and harmonious workplace.
- Who knew that volunteering to walk dogs would lead me to my future passion for counseling individuals in need.
- With patience as my ally, I walked alongside individuals with behavioral disorders, unlocking their potential, fostering skill development, and celebrating every milestone achieved."
- It all started with a handwritten letter.

**\*Note:** Please be advised that the following hook statements serve as a concise collection of introductory statements, intended to provide guidance for the development of your own statements. To achieve the most authentic and effective outcomes, it is recommended to incorporate your individual narrative and professional examples. Furthermore, it is crucial to maintain originality by refraining from direct replication and instead utilizing your own wording.