

Sample Letter for CC Student Seeking Paid Internship or Employment

May 25, 2016

John Smith
Greenville, NC 27858

Dear Mr. Smith,

I would like to apply for the Counselor position at XXXXXXXXXXXX. I am originally from Eastern North Carolina and would like to remain in the area.

I am obtaining my masters degree in Clinical Counseling with an emphasis in addictions from East Carolina University. I have completed four semesters of graduate coursework and as I prepare to begin my last semester of internship am eligible for employment. The Department of Addictions & Rehabilitation Studies allows, and encourages, graduate students to pursue jobs upon completion of coursework and will count the first 600 hours (15 weeks) of mental health & substance abuse counseling work experience as meeting the internship requirement.

My professional preparation and educational curriculum should match the qualifications for the substance abuse counselor position. East Carolina University has one of the few master's degree programs specifically in substance abuse counseling in the nation. This graduate program is 62 semester hours and has prepared me to work with the whole person including those individuals with coexisting mental and physical disorders and disabilities. Besides the typical counseling courses my curriculum included: Alcohol and drug abuse; substance abuse counseling; treatment models for addictions; prevention of substance abuse; group counseling with addicted populations; family treatment in substance abuse rehabilitation; career/vocational counseling; assessment and diagnosis; psychiatric disorders (DSM 5); multicultural aspects in counseling; ethical and legal aspects of substance abuse and rehabilitation counseling; research; counseling practicum (includes 100 hours of clinical counseling field experience plus on-campus counselor skill training); and a 600 hour supervised clinical internship in a mental health & substance abuse program. For more information about this graduate degree you can view the full curriculum on the department's website (www.ecu.edu/dars).

I plan on earning my LCAS (eligible 1 year post M.S. degree) and LPC credentials (eligible 2 years post M.S. degree) as soon as possible after graduation and am already registered with these licensure boards.

My resume is enclosed for your consideration. I am available for a personal interview at your convenience. I may be reached at xxx-xxx-xxxx. Thank you for considering my application.

Sincerely,