**Name**

[email](mailto:cjcockrell@crimson.ua.edu)

Address

Telephone

December 7, 2014

Mr. Greg Ellis

Human Resources Manager

Memorial Healthcare System

3501 Johnson Street

Hollywood, Florida 33021

Dear Mr. Ellis,

I am writing to convey my interest in the position of community youth counselor with Memorial Healthcare System posted in the APA Career Builder Database. As a psychology major with experience in several group presentations as well as research with focuses on clinical child disorders, I have gained specific credentials and skills that this position requires.

The informational presentations and parental training session that you conduct are of great interest to me. I feel I can contribute my strong interpersonal, presentational, and writing skills to aid in providing universal prevention to the community of Hollywood, FL. In my current position as a research assistant for Dr. Rolf Smith’s Lab at the University of Everywhere, I work closely with children at the Regional Detention Center. I have to collaborate with other lab assistants as well as meet deadlines and turn in data on time. I also must meet with parents and children to gain informed consent to gather data. As a student I have extensive course work related to psychology writing and group presentations as well.

The ability to balance my various jobs as a research assistant as well as attend school full time requires a great deal of responsibility. My positive attitude and willingness to help others has not only helped me exceed with personal relations, but has also helped me to work closely and comfortably with others in an academic and professional atmosphere. Working with groups and collaboration has been a central theme in my experiences.

The skills and strong characteristics I have gained through my experiences show my dedication to working with children as well as display my ability to work closely with others in large group settings. With these skills required for this position I feel that I can contribute greatly to your program. Next week I will contact you to discuss the possibility of a meeting. Until then, you may reach me at xxx-xxx-xxxx or via email at xxx@xxxxxx.edu. Thank you for your time and consideration.

Sincerely,

Name

Date

Name

Address

Telephone

Email

Dear Graduate Coordinator:

I am extremely interested in pursuing a doctoral degree at (university name) in Clinical Child Psychology. After endless research regarding Clinical Psychology graduate programs, it is clear that the program at (university name) is an excellent program that matches exceptionally well with my own personal qualifications and interests.

Currently, I am completing my bachelor’s degree in psychology at The University of Everywhere. I would like to be able to continue my education, with hopes of eventually becoming a licensed clinical child psychologist. My work as a student leader, a student mentor, and my involvement in various research opportunities throughout my time as an undergraduate psychology student have prepared me for the challenges of graduate school, and more specifically, your child psychology program.

All materials that are required for acceptance into the program are enclosed. I appreciate your time and consideration and I look forward to hearing from you.

Sincerely,