

Career Change Application Letter for Counselor Role

Subject: Transitioning into a Counseling Career

Dear [Hiring Manager's Name],

I am writing to express my interest in transitioning into a counseling role at your organization. After several fulfilling years in education administration, I have recently completed a Counseling Certification Program and am eager to apply my skills in a direct support setting.

My administrative background has honed my communication, organization, and problem-solving abilities, all of which are valuable in counseling. More importantly, my passion for helping individuals reach their full potential has motivated this career shift.

I am eager to bring my blend of professional experience and fresh perspective to your team. I would greatly appreciate the opportunity to discuss how my skills can serve your clients effectively.

Kind regards,

[Your Name]

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