

Your address
Your City/State/Zip
Date

Name
Title
Name of Organization
Address
City/State/Zip

Dear Mr./Ms.:

Enclosed please find my resume and application materials for employment as a Speech Language Pathologist. In April 2001 I will complete my Clinical Fellowship in Speech-Language Pathology. At this time I will be eligible for the following certifications: Certificate of Clinical Competence granted by ASHA and New York State Licensure as a Speech-Language Pathologist. I completed my M.S. from Nazareth College of Rochester and hold NYS initial certification as a Teacher of Students with Speech and Language Disabilities (PreK-12). I have a strong desire to continue to work with children in a school setting and would welcome an opportunity to contribute to your team.

I am completing my Clinical Fellowship through the United Cerebral Palsy Association of Rochester. I am contracted to work with children in the Rochester City School District. My main tasks are to diagnose and treat communication disorders in pre-school and school-aged children. In this team environment, I am collaborating with families and school professionals to provide optimum services.

During my extensive professional experience in school settings, I had the opportunity to serve as a therapist and diagnostician, which involved coordinating Individual Educational Programs for students. In addition, I was selected to develop an early intervention program. I am committed to life-long learning, as evidenced by the many workshops and seminars I have consistently attended.

I am a dedicated professional and truly enjoy helping others improve their communicative abilities. I would appreciate an opportunity to meet with you, and can be reached at (455) 555-5555. Thank you for your consideration.

Sincerely,

Your signature here

Your Name Here