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the first block of text on a school counselor cover letter is a header which shows who is writing the letter enter your full name on the top line and list communication methods such as a phone number and email address on the second line note the city state and zip code that you re sending the letter from and see more

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use the introductory paragraph to explain who you are and why you re qualified to work as a school counselor express enthusiasm for the role and specify how long you ve worked see more