**Cover Letters for MACP Students**

When it comes to the structure of the cover letter, it’s a similar format to what you would use for any good business letter. Make sure that all contact information is accurate in the heading, including your email address - which should be a professional one. Quite often the best email addresses are just your name and “@ whatever provider that you have”. Make sure the address that you’re sending your cover letter to is an accurate one and take the time to find out who the contact person is. Go on their website and find that out, or make a phone call, because it shows that you’ve taken the time to check out the site thoroughly.

Sometimes students will begin their first paragraph with, “my name is so-and-so”. Don’t waste the first sentence telling them what your name is; it isn’t professional. Put your name at the end of the letter, sign it, and the practicum site knows who you are. Instead, always open up your first paragraph in a way that shows that you’re familiar with what the practicum site does. One of the things that a lot of practicum sites have shared with Yorkville in the past is that they were quite surprised that the students who approached them really had no idea what they did, or what modalities they practiced, or who their clientele was; so, make sure that you research this thoroughly first.

It’s also very important that you include the accurate requirements for your practicum regarding the hours, and a summary of the supervisor requirements; that usually goes in the second paragraph. Try not to have any more than four paragraphs and keep it all on one page.

Here are a few tips for writing an effective cover letter:

Don’t use a generic cover letter that you’ve found online, and just copy and paste it, and put the pieces in. Be *thoughtful* about what you want to say. Make sure that you build your letter around the knowledge you have about the site, and what *you* need as a practicum student.

Gather all the information before you sit down to write. Be clear of what you need to tell them about credentials for a supervisor, and the number of hours that you require. Then, make sure that you thoroughly research what takes place at the site that you’re actually approaching, so that you will be informed; this will be demonstrated in your letter.

If you have experience that would improve your chance of being selected - if you have some counselling-related experience, or you’ve worked in a human services field that you feel would be very complementary to what they’re doing at the site - then this is the time to mention that. If you haven’t worked in a counselling-related field, you could identify some transferrable skills you have acquired that would enhance your practice at this site.

A sample cover letter follows.

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| Alex Evans 35 Country Lane Fredericton NB E5S 2V2 Cell: (506) 234-5678  Email: [aevans@nb.email.ca](mailto:aevans@nb.email.ca)  Christine Jonas  Director of Counselling  Enrichment Counselling Services  222 Brunswick Street  Fredericton, NB E5G 2P3  April 20, 2020  Dear Ms. Jonas,    I was intrigued when I read about your organization. I believe you offer a great opportunity to learn about the field of counselling and I am particularly interested in the modalities you list on your website. I see you primarily use CBT and solution-focused therapies. As a student in the Master of Arts in Counselling Psychology program at Yorkville University, I am required to complete a practicum in a site that offers general mental health counselling in order to complete my studies and receive my MA degree. I look forward to entering the counselling profession and I am aware that a rich practicum experience will prepare me for this move. Your organization could offer such an experience.    Yorkville requires me to obtain 400 hours in a two-trimester (approximately seven and a half months) time period. Of these 400 hours, half must be direct client contact with a minimum of 120 hours in individual mental health counselling. I am required to have a supervisor with a master's degree (or higher) in a counselling-related discipline who has a minimum of <<enter years here>>-year, post-graduate, supervised experience and who is registered with the provincial <<Regulatory College>>. The supervisor must also be available to meet with me for one hour per week on an individual basis and be willing to observe and oversee my practicum.    I have been volunteering on a crisis line for the past six months, so I am hoping this experience will be helpful in practicum. I am really interested in working with teenagers and I see you have special programs for them, so I would love to be part of this as well. It would be a great learning experience. I not only meet the requirements of the position, but additionally bring excellent communication, relationship building and leadership experience.    Thank you for your time and consideration in reviewing my application. I look forward to learning about the next steps in the selection process and assure you that my enthusiasm and core believe in people would be valuable assets to your team.    Sincerely,    Alex Evans |