**Sample 1:**

John Clement

(123) 479-8796

jclement@email.com

April 3, 2013

Dear Hiring Manager,

I would like to introduce myself as an applicant for the Admissions Counsellor position at Boston University. I am confident that my experience and educational background will make me an exceptional candidate for this position.

My previous role as an Admissions Counsellor at Clinton Memorial was rewarding for me. I provided students with information and guidance on their various programs of interest. I also answered questions that helped students throughout their college careers. I also tried to reach each student on a personal level. I was glad to see my students graduate, knowing that I did my best to help them.

My education from the University of South Carolina complements my work experience. I studied education with a minor in Psychology. I got a master’s degree in education, as well.

Thank you for your time and consideration. I am looking forward to learning more about Boston University and the Admissions Counsellor role.

Sincerely,

John Clement