NAME HERE

123 Main Street, Anytown, CA 12345 · XXX-XXX-XXXX · example@email.com

Date

Recipient Name

Director, Human Resources

School of Business

ABC University

123 Business Rd.

Business City, NY xxxxxx

Dear Ms. Lau,

I would like to express my strong interest in the admissions counselor position at ABC University’s School of Business, as listed on highereducationjobs.com. I am confident that my experience as an admissions counselor and my abilities as a project manager make me an ideal candidate for the position.

I have been working in admissions for the past five years and am therefore extremely confident in my ability to meet your requirements. As an admissions counselor for XYZ College, I recruit, process, and evaluate over 8,500 applicants each year. By thoroughly analyzing candidates and conducting dozens of informational sessions and seminars, I successfully contributed to the rise in student retention by over 15% this past year. I am also particularly familiar with MBA admissions and recruiting, having worked as a graduate assistant in the Greenfield University Business School. I am thus a skilled admissions counselor who is familiar with your particular needs.

I also have the project management experience that you request in your job application. For example, I am currently responsible for organizing and overseeing XYZ College’s annual Welcome Accepted Candidates Day. This job involves selecting and managing caterers, event spaces, professors, and student volunteers. I have successfully run this event for the past two years, and therefore know I have the attention to detail and commitment to quality that you require in an admissions counselor.

I am confident that my years of experience in admissions (particularly business school admissions) and my skill as a project manager would make me an asset to your fine admissions team at ABC University’s School of Business. I have enclosed my resume and will contact you next week to see if we might find a time to speak together. Thank you so much for your time and consideration.

Sincerely,

Your Signature (hard copy letter)

Name Here