Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am writing this cover letter as I am applying for the position of Admissions Counselor at (name of the company). I know that this post of Admissions Counselor is very important because a good admission counselor at an educational institute can be a blessing for the students.

I remember during my academic career I always likes the admission counselor in my institute. I always inquired from her if she likes her job and how she feels when a student completes the 4-years of education by her help. Saying that she was a role model for me would not be completely wrong. I have loved this job before I even graduated. And this is the reason that when I entered (name of the university) I chose education as my majors and psychology as my minors. This has increased the confidence in me and has improved my communication skills.

After completing my education at (name of the institute) I applied for the position of Admissions counselor in (name of the institute). I have worked as an Admissions Counselor in (name of the institute) for 4 years. I have loved every second of my job. Unfortunately (name of the institute) had to shift their building to the other side of the city. That place is very far from my home and thus, I had to leave my job. Both the students and the Head of the institute were very happy with my work. The reference letter from the Head of the department is also attached to this cover letter as a reference. Moreover, I have also attached my previous employment letter and work experience certificate with the application form.

I know the advertisement has asked for every applicant to apply for the post of admission counselor even if s/he has no experience, but I have a very hardworking nature and the fact that I have a 4 year experience and that I love my job makes me the perfect candidate for this post of Admissions counselor.

I would like to thank you for considering my application for the position of Admissions Counselor at (name of the institute). The institute [name] is famous for the facilities it provides to the students. I would like to be a part of the team of [the institute] and work hard for the betterment of the future of the students by assisting them in whatever issue they face during their academic career.

Sincerely,

[Your Name]