Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I came to know by the advertisement in (name of the newspaper) that (name of the institute) was offering a position for Admissions Counselor. I have always loved to be an Admissions counselor. I was inspired by the lady in our institute. Her name was (name of the lady). She loved her job. She used to help students with all their issues and problems. She even used to contact them personally if she needed to. She was a constant support for all the students in all the matters related to academia. She in addition to helping them in academia matter also assisted students if they needed counseling regarding the issues they were facing.

After I graduated from (name of the university) I got admission in (name of the university). I did major in education with a minor in psychology from (name of the institute). My education has helped me in boosting my confidence and increase my communication skills. I find myself in a better position of helping the students with the matters of academia. I also think I can guide them better for their future and make the process of selection of subjects easy for them.

After completing my studies, I applied for the job of Admissions Counselor position in (name of the institute). I served for 4years in that institute as an Admissions counselor. During my tenure I have assisted many students of the institution regarding the academic matters. I was also keen in counseling the students if they ever faced any issues. I often contacted the students personally if I ever felt the need. I was quite popular among the students and was praised for my kind nature.

I know that your institution also likes to provide facilities and comfort to the students. Allow me to be the part of your team. I would like to help not only the current students of (name of the institution) but also the future students. I would like to help them in getting admission in the institution and prosper in life by learning from the hands of the senior teachers of the institution.

At the end of my letter I would like to thankyou for considering my application. I truly appreciate the time you gave me. I look forward to learning more about your institute and assist the students of (name of the institution) in getting a career better suited to them.

Sincerely,

[Your Name]