

Sep 8, 2026

Dear Hiring Manager,

I am writing to express my interest in the Admissions Counselor position at the University of Learning. With a Bachelor of Arts in Psychology and nine years of experience as an Admissions Coordinator, I have honed my skills in communication, organization, and customer service—qualities that align with your mission to empower students through innovative learning experiences.

Throughout my career, I have developed a strong ability to engage with diverse audiences while providing personalized support to prospective students. My experience conducting outreach activities and participating in events has equipped me with the skills needed to effectively promote educational programs and foster connections within the community.

I am particularly drawn to your commitment to academic excellence and inclusivity. The emphasis on nurturing academic curiosity resonates deeply with my own values, as I believe education is a transformative journey best undertaken collaboratively. My analytical thinking enables me to evaluate applications thoughtfully while maintaining attention to detail—a critical component for making informed admissions decisions.

In addition, I thrive in team settings where collaboration is key. Working alongside various stakeholders has taught me the importance of aligning strategies across departments for effective recruitment efforts. I am motivated by the prospect of contributing positively within an environment dedicated not just to student success but also community engagement.

Thank you for considering my application. I look forward to the opportunity of discussing how my background can complement your team at the University of Learning.

Sincerely,
Jane Wilson