Your Name

Address

City, State Zip

Date

Person’s Name

Address

City, State Zip

Dear Ms. Doe,

I am writing to be considered for the **Assistant Director of Admissions** position. I learned about this position through Jim Smith.

This May, I will be graduating with a Bachelor of Science in Business with Marketing and Leadership concentrations. I am very interested in the position as I would like to continue to provide a welcoming and informative experience to incoming students and their families.

During my four years at ABC University, I have had many wonderful experiences. I believe the awareness and appreciation I have gained for this unique institution would make me a perfect candidate to recruit prospective students.

If chosen for this position I would bring:

* Three years as both an RA and as an admissions tour guide, and two years as an orientation leader
* Experience organizing events and open houses for a civil engineering firm
* Firsthand knowledge of the campus as an international/civilian student
* Ability to handle multiple responsibilities as evidenced by my success on the women’s hockey team, Italian National team, and in the classroom
* Excellent problem solving, teamwork, and organizational skills
* Global and cultural understanding; travel experience in both the United States and Europe
* Outgoing personality with the ability to relate to and communicate with a variety of personalities

I look forward to talking with you about how my experiences and my love for ABC University would make me a great fit this position. I can be reached at the phone number and email above.

Thank you for your time and consideration.

Sincerely,

Your Name