

**Robert Smith**

**Admission Counselor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I came across a job opening listed on the classified for your reputed institution, and I am extremely eager and interested to submit my resume for the same. The most important feature about being an Admissions Counselor is to advise students on their application process, to keep track of graduation completion, to pursue orientation activities of students, and to manage any student data. And, these are all things that I am truly passionate about, interested in, and love doing.

My interest and strong educational background in this vector will allow me to keep up with the high standards of your company. In my graduate university, I have always been appreciated as well as motivated for being a dedicated and passionate student. I hope to bring in all my positives to this role and constantly learn and upgrade myself to become a successful Admissions Counselor.

As a zealous, passionate, individual looking to start my career as an Admission Counselor, I would like to apply for the role at Orchids High. With my interest, thirst for learning, and commitment, I am strongly and positively looking forward to bringing about an interesting and tremendous impact and more laurels to the team I work in.

It would be a great opportunity if we could be able to discuss further on this job role so that you will also have a chance to have an informed opinion on how well of a fit that I would be to the role you are offering in your esteemed organization.

Sincerely,

[Your Name]