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| **Robert smith**  **Admission Manager** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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 am writing to express my interest in the Admission Manager position at your company. Having read through the job description, I am excited to apply for this position as my skill sets match your requirement. As a highly skilled Admission Manager with 2 years for experience, I would be a good fit for this role.

[XXX University] is one of the oldest universities in the country with a rich culture. The students of the university are not only known for their academic expertise but also for their self-discipline and responsible nature. To be part of such an institution would be by privilege.

I have a very creative mindset when it comes to creating new strategies to promote the university. At my current place of work, I am known for using unconventional methods to evaluate students to ensure that only the best is taken in. My responsibilities at [YYY University] include the following:

* Developing evaluations tests and guidelines for students’ intake.
* Initiating workshops, guidance programs, and fairs for students.
* Training faculties to pay explicit attention to policies and procedures.
* Developing marketing strategies to promote the university.
* Making presentations and addressing the crowd involving students and parents.
* Conducting interviews for shortlisted candidates.

I have good skills in handling the admission committee and management. My leadership and communication skills help me to manage people and extract the best out of them. I believe that I can contribute to your university significantly.

Thank you for your consideration.

Sincerely,

[Your Name]