[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 hiring ad that mentioned that your reputed university is looking for an Admissions Assistant, and I would like to submit my resume and cover letter for the same. I have been trained and working as an Admissions Assistant for a year now, and I have been enthusiastic, passionate, and have quite evolved to be a better professional in this field.

The most important aspect of being an Admissions Assistant is to be providing real-time scheduling and planning of events and meetings, and I have always been a person with excellent time management and organization skills. I would like to bring those skills to your university so that I can be a valuable asset to your organization.

In my last job role, I have been lauded for my strong knowledge about higher education, my expertise in event planning and management, and my organization skills. These strengths have helped me shape my career on a positive path, and I would like to proceed forward with the same, and this time in your university.

It would be a great opportunity if we could discuss further on this job role so that you will also have a chance to have a clear opinion on how well of a fit, I would be to the role you are offering.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Admissions Assistant**