**Robert Smith**

**Director of Admissions**

[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],

This is with reference to your job posting for the post of Director of Admissionsat XXXX. I am interested in this position and have necessary qualifications, skills, and experience matching posted job requirements.

I have worked in the field of Education for past many years. I have been working at the same position for last 3 years at XXXX. I hold a Masters’ Degree in the field of education. An academician by profession, I have seen this field evolve, develop, and grow into what it has become today. I have always worked with students closely and understood their concerns about their admissions.

I sincerely believe that I can make the entire process of admissions in your esteemed institution seamless and smooth.

As part of my current job description, I have been fulfilling a variety of activities. Some of these are-

* Assisting parents, guardians, and students in admission procedures and requirements.
* Providing financial aid applications and enrolment concerns.
* Responsible for the recruiting process by coordinating and planning.
* Looking after campus tours, promotional events, admissions activities, and students’ interviews.
* Evaluating and interpreting information about students, including students’ score on entrance test, extracurricular activities, and grades.
* Communicating with the school president, department heads, registrar about changes, statics and other important information.
* Hiring, training and coaching admissions staff members.

Given an opportunity, I would work hard to be an asset to your institution.

Looking for your quick reply.

Sincerely,

[Your Name]