|  |  |
| --- | --- |
| **robert smith**  **Enrollment Coordinator** | 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 came across a job opening listed in the classified for your reputed University, and I am extremely eager and interested to submit my resume for the same. As a talented, passionate, individual looking to start my career as an Enrollment Coordinator, I would like to apply for the role at \*\*\*\*. With my interest, thirst for learning, and commitment, I am strongly and positively looking forward to bringing about interest and tremendous impact, and more laurels to the team I work in. My background includes overseeing the overall admission/enrolment responsibilities during my career as an Enrollment Associate with \*\*\*\* in \*\*\*. With strong interpersonal talent and inner motivation skills, I excel at communicating with students, parents, and management. I can identify the student’s educational needs, and requirements, support them throughout the selection and admission process and ensure their transition is completely smooth. Highlights of my qualifications include –

* While working in \*\*\* for two years, I spearhead the enrolment department operations, providing students with a glimpse of the education program, as well as a wealth of information through documentaries, magazines, facility tours, and individual conversations with past students
* Developed and implemented innovative initiatives for \*\*\*, breaking the record of student admission by bringing it to 200% high as compared to previous years during my tenure
* Leading and championing my teammates and peers and motivating them to participate in various marketing strategies to enroll more students
* Possessing strong interpersonal and communication skills, along with a rock-solid work ethic.
* Earning a master’s degree in education from \*\*\* University

With my strong background working at \*\*\* University, and my proven ability to meet enrolment goals, I am well-prepared to extend my service to your team at \*\*\*\*. I welcome the opportunity to meet you in person and discuss the position in further detail. Thank you for your time and consideration.

Sincerely

[Your Name]