

**Robert Smith**

**Enrollment 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 was elated to learn about the recruitment of an Enrollment Counselor in your institution and was prompted to communicate with you to show my interest in being considered for the Enrollment Counselor. I am an ambitious and motivated professional with excellent communication skills and expertise in the field and I firmly feel that my work experience and desire to succeed as Enrollment Counselor make me the ideal fit for this position.

I worked as an Admission Counselor previously in ABC Institute for more than five years. I have strong communication skills and can speak well over the phone and in public settings. I pay close attention to details, am very organized, and can maintain accurate records and admission progress. I am experienced with many recruitment techniques, and I like interacting with applicants and students every day.

The following achievements demonstrate my qualifications –

* Enrolled more than 4000 students per academic year
* Maintained healthy relationships with students and achieved a 30% of retention rate
* Conducts counseling sessions with students to help them choose the right course.
* Completed Bachelor's degree in Counseling

I demonstrated a track record of offering top-notch service experience. I take great satisfaction in my ability to establish connections with candidates and their families. When I handle the enrolling process, I am compassionate and effective. I am sure I can deliver the superior customer service for which your Institute is renowned.

Thank you for your valuable time and consideration.

Sincerely,

[Your Name]