**Robert Smith**

**Financial Aid 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 got to learn about the vacancy of the Financial Aid Counselor role in your organization. I want to justify my suitability for the vacant position by explaining my skills and previous employment through this letter. Please go through the below list of my current responsibilities that are in conjunction with your job summary:

* Counseling students about loan applications, financial eligibility, money management, aid programs, and financial planning depending on students’ financial condition and needs.
* Analysis of financial data to evaluate their aid eligibility.
* Provide assistance with the paperwork.
* Address the students and parents’ queries either verbally or in written format.
* Coordinate with the financial aid committee.
* Generate the work progress reports and present it to the upper management.

With the comprehensive knowledge of the latest government guidelines and automated processing, I am confident to excel as your Financial Aid Counselor.

Thank you for walking through my job application. My attached resume will share the details of my career breakthrough and educational qualifications. It will be an honor for me to discuss the role responsibilities in person with you.

Best Regards,

[Your Name]

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