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| **robert smith**  **School Registrar** | 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 am writing to you for the position of School Registrar at [School Name]. I have been working as a school registrar for three years and have found the position to be extremely fulfilling. I am applying for the position with your school because it seems to be an excellent fit for my strong background and skill set.

As a School Registrar, my primary daily responsibilities include answering questions from students and parents, communicating with teachers, and keeping accurate records of student information in accordance with privacy guidelines. I am also responsible for scheduling classes, processing applications and transcripts, and maintaining reports on students’ academic progress. My experience in these areas makes me the perfect candidate for the job at your institution.

Achievements:

* Successfully increased the number of students who applied to the school by 8% in one year.
* Grew the number of students who received financial aid packages by 10% in two years.
* Increased the percentage of applicants who attended orientation or a campus visit by 11% in two years.
* Reduced backlog of unprocessed transcripts by 50%.

My previous jobs as a School Registrar have equipped me with all of the skills necessary to succeed in this role at [School Name]. I understand the importance of keeping student information safe, accurate, and up-to-date at all times. In addition, I am comfortable communicating with students, parents, teachers, administrators and other staff members on a daily basis. Above all else, I am very detail-oriented; I rarely make mistakes when entering data into our database or processing transcript requests from other schools.

I have attached my resume for your review and look forward to speaking with you further regarding this opportunity.

Sincerely,

[Your Name]