

**Robert Smith**

**Study Abroad Coordinator**

[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],

In response to your job listing advertised in the \*\*\* for the post of a new Study Abroad Coordinator, I am writing this letter. As a person with skills, keen interest, and experience in the field of education counselling and guidance, I have been following your company's contributions and achievements in recent years. I have always been in constant awe of your organization's growth and the kind of foreign universities that your company has associated with. As someone with a Master’s Degree in International Education and five years of experience in administering study-abroad programs at the university level, I believe that I have the required skills to excel, so I am eager to apply for the role of Study Abroad Coordinator in your organization.

Highlights of my accomplishments as a Study Abroad Coordinator include:

* Efficiently and successfully counselled student participants and also assisted them with necessary travel arrangements and visa requirements
* Provided adequate training classes to the enrolled study abroad, participants, before their departure so they are best prepared for their education abroad.
* High proficiency in software tools for learning and development and also fluency in using Microsoft Office Programs like Excel, PowerPoint, and Word.
* Apart from my counselling skills, I have also been lauded for my patience and listening skills which have helped in understand the needs of student participants better.
* Known to be an excellent problem-solver, who can assist students with their requirements in case of any issues.
* My interpersonal and communication skills have constantly been appreciated by students, their parents, and my previous employers.

As a Study Abroad Coordinator at \*\*\*, I had a great time training and guiding young students from varied cultural, ethnic, and geographic backgrounds. I also have encouraged academic/personal achievement and advancement of students based on my experience as a study abroad student. Therefore, I am confident that my passion, experience, and my skills will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Study Abroad Coordinator post.

Thank you for your consideration.

Sincerely,

[Your Name]