**Eva Grand**

[Street Address] New York, NY 55900 • [Email Address] • (555) 555-5555

**Today’s date**

Mr. Theodore Princeton

ABC University

Street Address, City, State, Zip

**Re: Admissions Counselor Position**

Dear Mr. Princeton,

In reference to your recent job posting in the Educators’ Alliance, I would like to present my candidacy for the position of admissions counselor.

I have worked as an admissions counselor for a combined total of 14 years, and have attracted thousands of students to pursue their education at universities that employed me.

Methods I used to achieve increases in registration include:

* Planning and carrying out scores of events that introduced the university to prospective students and their parents
* Participating in University Nights hosted by high schools, including designing eye-catching booths, brochures, and signage
* Meeting with students individually and suggesting degree programs in their field of interest that the university offers
* Assisting in applying for federal and state student financial aid

It would be advantageous for us to meet to discuss the position further.

Please be in touch with me at the above contact information at your convenience.

Sincerely,

Eva Grand

**Attachment: Resume**