

# Admissions Counselor Cover Letter Sample 1

---

**Derrick Hamleton**

502 Water Way Road, Hampton, Virginia, 10422

*dhamleton@email.com*

242 – 301 - 7855

**Mr. Garrett Buckleton**

**Hampton High School**

3077 Mayberry Way, Hampton, Virginia, 10422

Dear Mr. Buckleton,

I am writing with regards to the open admissions counselor position you have at your high school. Your recently retired counselor, Matty Haysworth, referred me to the opening. She also would like to offer herself as a personal reference of mine. I have been in this field of work for over 7 years, and hold a vast knowledge of admission requirements and processes for various universities and vocational schools. With a proven track record of success in helping students apply for higher education, I firmly believe I would be the ideal candidate for your school.

St. John's Private Academy is my current employer, and while I have enjoyed my time there, I am ready to branch out and put my unique skill set to better use. My responsibilities at St. John's Private Academy included conducting one-on-one sessions with students to gain a better understanding of what they want to pursue after high school. Then, I would assist them in picking classes that would gear them towards success and prepare them for their college of choice.

I understand that the seniors at my school already had a lot to think about besides applying for higher education, so I came up with a check sheet system of classes, documents, and dates to make the process easier. I presented several options based on what path students were interested in taking, and created detailed yet easy to follow guidelines for filling out applications. Due to this, St. Johns Private Academy has seen a 60% increase in graduation rates, with over 80% of students being accepted to their first choice schools.

I take great pride in my communication skills, which paired with my friendly nature, make me a very approachable and easy to talk to person. I feel this is an imperative trait to have in order to help students and make them feel comfortable. Additionally, I am very well organized, well adept at in depth research, and computer literate. Being that I am bi-lingual and also speak Spanish, I believe I could greatly benefit your school by being able to reach out to one of the larger demographics in your area.

I possess a true passion for helping people, and feel very fulfilled when I see students taking control of their future knowing I was able to help them achieve those goals. Noting that your school focuses on continual growth, I believe that many of my personal values line up perfectly

with yours. I look forward to discussing my candidacy with you in person, and I thank you for your time and for this opportunity.

Sincerely,  
Derrick Hamleton