

## Admissions Counselor Cover Letter Sample 2

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**Frida VonHoustan**

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**Mr. Victor Alamone**

**The University of Virginia**

8122 Faculty Drive, Charlottesville, Virginia, 10228

Dear Mr. Alamone,

I'm writing to express my interest in the admissions counselor position you have at your esteemed university. As a graduate of the University of Virginia myself, I am very knowledgeable on the inner workings of this school, and possess a vast knowledge of the application process and the programs offered. I also worked in the office of admissions all 4 years I attended as an assistant, so I already hold a basic understanding of the daily tasks that need to be performed, and the regulations that need to be followed.

Currently, I work for Virginia Tech as their admissions counselor. My duties consist of reaching out to alumni, developing a team of donators and recruiters, recruiting students who are interested in the school, and following up with information of relevant programs. I also organize and present important documents and due dates needed for the application process, and make sure all recruiting follows the proper procedures and policies to avoid legal complications.

During my time at Virginia Tech, I was able to make several beneficial accomplishments. Upon finding out there was no formal alumni recruitment program, I founded and established my own. This involved reaching out to alumni and creating a volunteer based organization that visited schools and educational workshops to bring in interested students. We also host annual benefit auctions to bring in funds for the school itself. In the last year alone, there has been a 50% increase in student applications and admissions due to this.

I am confident you will quickly find that I am the definition of a "people-person". I am very at ease when talking to a wide demographic, and have developed several techniques that allow me to reach even the most disconnected individuals. In establishing the recruitment foundation, I have honed my organizational skills as well. I possess a firm knowledge of the application process, and while I'm sure things have changed since my time in your office, I am an adaptable person who would have no problem picking up where I left off.

I have no doubt that I would be the perfect candidate for this position. As a proud alumni myself, I am eager to share with others all the great opportunities The University of Virginia has to offer. I thank you for your time and consideration, and I humbly look forward to discussing my candidacy with you in person.

Sincerely,  
Frida VonHoustan