

██████████ Street
██████████, NY ██████████
July 23, 2012

Employer Info
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Dear Sir or Madam:

I am writing in application to the position of (insert position here) that I learned of through (insert source here). My interest in this position stems from my passion for working with college students, as evidenced by my experience in admissions counseling. The combination of experience and enthusiasm that I offer make me an excellent fit for this opportunity with (insert organization here).

At the ██████████ College ██████████, I served the student community for three years as an admissions counselor. In this role, I provided admissions and financial aid advice and guidance to prospective and current students and their families. I also conducted information sessions and tours and maintained an admissions database, tracking applications, decisions, and program enrollments. In 2010, I was the recipient of the President's ██████████ Award for General Community Service. My performance as an admissions counselor at the ██████████ College ██████████ gives me great confidence that I can deliver results for (insert organization here).

Mazayu Consulting

Aside from my experience in admissions counseling, I also possess 10 years of experience in retail. My years of work as a sales associate strengthened the transferable skills that enabled my success in admissions counseling. With ██████████ and ██████████, I exceeded sales benchmarks consistently and demonstrated superior knowledge of products offered. Working face-to-face with customers and clients to answer their questions, make suggestions, and provide information is one of the key skills required for success in admissions counseling. For over a decade, I have honed this skill and used it to deliver results for the organizations with which I work. I possess versatile, transferable skills, and am comfortable around college students. I will leverage the totality of my experience to help build the student community and train, supervise, and work with the residence hall RAs.

My passion for working with students and my experiences in admissions counseling and retail make me an excellent fit for this position. I look forward to hearing from you about this opportunity. I may be reached by phone at ██████████, or by email at ██████████@gmail.com. Thank you for your time and kind consideration.

Sincerely,

██████████ L. ██████████

Enclosure