

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Admissions Counselor

Dear Hiring Manager,

I am excited to apply for the Admissions Counselor position at Acme Corporation, as advertised on your careers page. With a strong background in student recruitment and a passion for helping prospective students navigate their educational journeys, I am eager to contribute to your team and support the mission of Acme Corporation in fostering a diverse and inclusive academic environment.

In my previous role as an Admissions Representative at Bright Future University, I successfully increased student enrollment by 25% over two years through strategic outreach initiatives and personalized communication. I developed and implemented a series of on-campus workshops for potential students and their families that highlighted the benefits of our programs and resources. This not only improved our visibility in the community but also positioned our institution as a top choice for prospective students. Additionally, I played a pivotal role in enhancing our digital engagement strategies, utilizing social media platforms to connect with applicants and answer their questions in real-time, which led to a significant uptick in application submissions.

I am particularly drawn to Acme Corporation's commitment to providing a supportive environment for students from all backgrounds. I believe my experience in advising diverse student populations and my ability to empathize with their unique challenges will enable me to effectively guide prospective students through the admissions process. I am eager to further discuss how my skills and experiences align with the goals of Acme Corporation and how I can contribute to your continued success.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in more detail and explore how I can be a valuable asset to your admissions team.

Sincerely,

Jordan Mitchell