

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Admissions Counselor

Dear Hiring Manager,

I am excited to apply for the Entry Level Admissions Counselor position at Acme Corporation, as advertised on your careers page. With a keen interest in higher education and a passion for helping students navigate their academic journeys, I believe I would be a valuable addition to your admissions team.

During my time as a student ambassador at State University, I successfully organized campus tours and open house events that attracted over 300 prospective students and their families. This experience honed my communication and interpersonal skills, allowing me to convey the university's values and offerings effectively. Additionally, I collaborated with the admissions office to develop targeted outreach initiatives, which resulted in a 20% increase in applications from underrepresented demographics. This role ignited my passion for student engagement and demonstrated the impact that personalized support can have on prospective students.

Moreover, I completed an internship with the college's admissions team where I assisted in the evaluation of applications and participated in recruitment events. My role involved analyzing student applications and providing feedback that contributed to decision-making processes. This experience provided me with a solid foundation in admissions procedures and reinforced my commitment to promoting diversity and inclusion within the student body.

I am eager to bring my skills and enthusiasm for higher education to Acme Corporation and contribute to your mission of supporting prospective students in their college choices. I would love the opportunity to discuss how my background and experiences align with the goals of your admissions team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed institution.

Sincerely,

Jordan Taylor