

# Jessica T. Ramirez

January 16, 2026

Acme Corporation

RE: Promotion Admissions Counselor

Dear Hiring Manager,

I am excited to apply for the Promotion Admissions Counselor position at Acme Corporation, which I discovered on your company's careers page. With a strong background in admissions strategies and student outreach, I am eager to contribute to your team and help prospective students navigate the exciting opportunities available through your programs.

In my previous role at Bright Future University, I developed and implemented a data-driven outreach program that increased student engagement by 40% within a single recruitment cycle. By leveraging analytics, I identified key demographics and tailored our messaging to resonate with diverse student populations, ultimately leading to a 25% increase in applicants from underrepresented communities. Furthermore, I organized several successful promotional events that attracted over 500 attendees, resulting in a significant boost in student applications and enrollment rates.

I am particularly drawn to this role at Acme Corporation because of your commitment to inclusivity and support for prospective students. I believe my experience in creating strategic partnerships with local high schools and community organizations aligns perfectly with your mission to reach a broader audience. I am passionate about guiding students through their admissions journey and am confident in my ability to enhance Acme Corporation's recruitment efforts.

I would welcome the opportunity to discuss how my skills 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 Acme Corporation as a Promotion Admissions Counselor.

Sincerely,

Jessica T. Ramirez