

February 5, 2014

ABC ORGANIZATION  
Attn: Human Resources  
ABC W. State Street  
Milwaukee, WI 53233

Re: ABC Position (Job ID #: ABC)

Dear Hiring Committee,

I am submitting my application materials to the Counselor position at the ABC Organization. My experience in higher education as the Associate Director of Graduate Admission at XYZ University as well as my previous work as a Graduate Admission Counselor and Mental Health Specialist uniquely qualifies me for this position.

During my six years at XYZ University and through my counseling work at ABC County Human Service, I have advised and counseled traditional undergraduates, adult accelerated students and graduate students. I help students achieve their academic goals, vocational choices and career development. This experience has given me insight to higher education's unique crossroads and the challenges students face in their academic journey.

I know how to manage the student recruitment process through community outreach, application workflow and new student orientations. In addition, I am familiar working with students in crisis to find solution-focused resolution. I thrive in environments where I can be self-motivated and leverage collaborative teamwork.

ABC Organization has a wonderful reputation in the community and I truly believe in the mission and values you uphold. I look forward to an opportunity to share my qualifications and further discuss how I can be of service.

Sincerely,

Jane Doe, TLPC  
Address  
Address  
Phone  
Email