

[Your Full Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Registrar or Dean of Admissions]

[Institution Name]

[Department Name]

[Institution Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Academic Records Manager position at [Institution Name], as advertised on [Platform where you found the job]. With a background in registrar services, student information systems, and data integrity, I am eager to contribute to the administrative excellence of your academic department.

In my previous role at [Previous Institution], I successfully managed the lifecycle of student records for a population of [Number] students. My experience includes overseeing transcript processing, degree audits, and compliance with FERPA regulations. I have a proven track record of optimizing [Specific Software, e.g., Banner, Workday, or PeopleSoft] workflows to reduce processing times and improve data accuracy.

I am particularly drawn to [Institution Name] because of your commitment to [mention a specific institutional goal or value]. I am confident that my meticulous attention to detail and my ability to collaborate with faculty and administrative staff will allow me to uphold the high standards of your records office.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in academic data management can support the mission of [Institution Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]