

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Registrar or VP of Enrollment]

[Institution Name]

[Department Name]

[University Address]

Dear [Hiring Manager Name/Search Committee],

Re: Application for Associate Registrar, Enrollment Management

[First Paragraph: State the position you are applying for and how you heard about it. Briefly mention your current role and total years of experience in higher education administration or registrarial services.]

[Second Paragraph: Detail your experience with enrollment management strategies. Highlight your expertise in student information systems (SIS), data integrity, and compliance with FERPA regulations. Mention specific achievements in streamlining registration processes or enhancing academic records management.]

[Third Paragraph: Focus on leadership and collaborative skills. Discuss your experience managing staff, working with academic deans, or contributing to cross-functional committees aimed at student retention and success.]

[Fourth Paragraph: Express your enthusiasm for the specific institution. Align your professional goals with the university's mission statement or recent strategic initiatives regarding enrollment growth.]

[Closing Paragraph: Reiterate your interest and state your availability for an interview. Thank the committee for their time and consideration.]

Sincerely,

[Your Signature (if sending by mail)]

**[Your Typed Full Name]**