

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio URL]
[Your Current Address]

[Date]

[Hiring Manager Name, if known]
[Title, e.g., Registrar or Director of Student Services]
[University Name]
[Department Name]
[University Address]

RE: Application for [Job Title] - [Job Reference Number]

Dear [Hiring Manager Name or Search Committee],
[Opening Paragraph: State your interest in the position and where you found the listing. Briefly mention your current status or most relevant credential that aligns with university registrar services.]

[Body Paragraph 1: Focus on administrative expertise. Discuss experience with Student Information Systems (SIS), academic record management, FERPA compliance, and transcript processing. Highlight accuracy and data integrity.]

[Body Paragraph 2: Focus on student interaction. Describe your experience in advising, resolving enrollment issues, and providing high-level customer service to a diverse student body and faculty.]

[Body Paragraph 3: Mention specific achievements, such as streamlining a registration process, implementing new software, or improving departmental efficiency.]

[Closing Paragraph: Reiterate your enthusiasm for [University Name]'s mission. Express desire for an interview to discuss how your background fits the registrar team.]

Sincerely,

[Signature]
[Your Printed Name]