

[Your Full Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Department Name]
[Institution Name]
[Institution Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the International Academic Outreach Coordinator position at [Institution Name], as advertised on [Source of Advertisement]. With a background in [Your Field/Degree] and professional experience in [International Education/Global Engagement], I am eager to contribute to your institution's mission of fostering global academic partnerships.

In my previous role at [Previous Employer], I successfully managed [Key Responsibility, e.g., cross-border recruitment initiatives or faculty exchange programs]. I developed a deep understanding of [Specific Skill, e.g., visa regulations, cultural competency, or institutional MOUs]. Notably, I [Mention a specific achievement, e.g., increased international student inquiries by X% or established X number of new partner programs].

[Institution Name]'s commitment to [Specific Program or University Goal] aligns perfectly with my professional values. I am particularly impressed by your efforts in [Mention a specific initiative found in the job description]. I am confident that my ability to build rapport with diverse stakeholders and my proficiency in [Relevant Software or Languages] will allow me to enhance your international outreach efforts from day one.

I look forward to the possibility of discussing how my experience and passion for global education can support the strategic goals of [Institution Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]