

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Admissions]

[Institution Name]

[Department Name]

[Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to formally express my interest in the Student Recruitment and Academic Outreach Coordinator position at [Institution Name], as advertised on [Platform]. With a background in [Your Field of Study/Experience] and a passion for fostering educational access, I am eager to contribute to your team's efforts in attracting and engaging diverse prospective student populations.

In my previous role at [Previous Organization], I successfully [mention a specific achievement, e.g., increased regional enrollment by X% or coordinated X number of outreach events]. My experience in developing strategic partnerships with [schools/community organizations/stakeholders] aligns with [Institution Name]'s mission to [mention a specific goal of the institution, e.g., expand STEM outreach or serve underrepresented communities].

I am particularly drawn to this role because of [Institution Name]'s reputation for [mention a specific program or institutional value]. My proficiency in [relevant software/CRM tools] and my ability to communicate complex academic requirements to prospective students and their families will allow me to serve as an effective ambassador for your academic programs.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in academic outreach and student recruitment can support the continued growth of [Institution Name].

Sincerely,

[Your Full Name]