

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

[Date]

[Hiring Manager Name]
[Title, e.g., Dean of Enrollment Management]
[University/Institution Name]
[Department Address]

RE: GRADUATE ADMISSIONS PROGRAM DIRECTOR APPLICATION

Dear [Hiring Manager Name/Search Committee], [Opening Paragraph: State the specific Graduate Admissions Program Director position you are applying for. Briefly mention your years of experience in higher education administration and your enthusiasm for the institution's specific academic reputation.] [Body Paragraph 1: Strategic Enrollment Management. Detail your experience in developing recruitment strategies, managing applicant pipelines, and meeting enrollment targets. Highlight specific metrics or percentage increases in graduate applications or yields under your leadership.] [Body Paragraph 2: Operational Leadership & Collaboration. Describe your ability to manage admissions staff, oversee departmental budgets, and collaborate with faculty chairs to align admissions criteria with program goals. Mention your proficiency with CRM systems (e.g., Slate, Salesforce) and data-driven decision making.] [Body Paragraph 3: Candidate Experience & Diversity. Explain your commitment to holistic review processes and initiatives designed to increase diversity, equity, and inclusion within graduate cohorts. Discuss how you improve the prospective student journey from inquiry to matriculation.] [Closing Paragraph: Reiterate your fit for the role. Express your desire to discuss how your leadership can contribute to the growth of [University Name]'s graduate programs. Thank them for their time and consideration.]

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]