

Xxxx Xxxx Xxxxx

000 Cxxxxx Xxxxx, Apt X
Salisbury, MD 20000

E-Mail-xxxxxx@salisbury.edu

Phone-Cell- 000-000-0000
Work-410-000-0000

February 22, 20XX

MS. Xxxxx Xxxxxx
Director of New Student Experience Program
This College
City, State Zip

Dear Ms. Xxxxxx Xxxxx:

I would like to express my sincere interest in the position of the First Year Counselor advertised on HigherEdJobs.com. The background and experience I have provide an excellent opportunity to work with new students during this time of transition. A New Jersey native, I look forward to the opportunity to return to the state and become a part of your university.

The experience I have gained as a Salisbury University Admissions Counselor has provided me with the skills necessary to succeed in this position. I truly enjoy the counseling aspect of the position and forming of relationships with incoming students. I look forward to having the potential to increase those staff-to-student contacts and become an advisor to these students in transition. In addition to meeting with prospective students, I am responsible for out-of-state recruitment, academic advisement, and I am the liaison between the admissions office and our athletic teams. My position also allows me to participate in New Student Orientation and connect with our first year students. As we welcome students to SU, the admissions staff provides academic counseling, aids in course registration, and is offered an opportunity to teach or participate in a new student seminar course.

I am well researched and familiar with the trends in student development, primarily the First Year Experience. As part of my Master's program, I am expanding my independent study on the benefits of New Student Experience programs and how they affect retention, student involvement, and use of resources at the college level into a thesis paper. Additionally, I am planning Salisbury University's first Admitted Student Day. This event is designed to increase yield, welcome students to our university, and help in the transition process from high school to college. Graduating Magna Cum Laude with a dual-degree from Salisbury University in Communication Arts and English, I have strong written and oral communication skills, and I am very driven and creative when it comes to retention ideas, leadership opportunities, and academic advisement opportunities.

In conclusion, I would like to again express my enthusiasm and sincere wish to become a part of the Montclair State University New Student Experience team. I look forward to the opportunity to meet with you and further discuss my qualifications. I will contact you within the next week to a make sure all my information has been received. Thank you for time and consideration.

Sincerely,

Xxxxx Xxxxxxx