

Alexis Monroe

Admissions Counselor

To

Emily Richards

Greystone College

Dear Ms. Richards,

With a decade of experience in high school counseling and English instruction, I'm excited to transition into higher education as an Admissions Counselor at Greystone College. I've long admired your personalized approach to admissions, and I'm confident my background makes me an excellent fit for your team.

Throughout my teaching career, I've guided students through college applications, hosted campus rep visits, and even led FAFSA workshops for parents. I understand the questions students have and the emotional weight of their decisions. I also bring experience organizing open houses, leading student panels, and coordinating logistics across departments—all of which translate well into admissions work.

Greystone's focus on community, mentoring, and academic curiosity aligns perfectly with my values. I would love to support prospective students in finding their place here.

Thank you for reviewing my application. I'm excited about the opportunity to bring my skills and heart for student growth to your campus.

Sincerely,

Alexis Monroe