

## ADMISSIONS COUNSELOR

# Samantha Rios

### COVER LETTER

Dear Dr. Thompson,

I'm excited to apply for the Admissions Counselor role at Beacon Hill University. As a recent graduate of Loyola University Chicago with hands-on experience as an Admissions Intern, I'm eager to bring my energy and insights to a team that values inclusivity and academic excellence.

During my internship, I assisted with campus tours, coordinated social media outreach, and supported application review processes for over 1,500 applicants. I developed a knack for connecting with students and families from diverse backgrounds, and I'm especially proud of creating a virtual tour series that increased online engagement by 47% in just two months.


I'm passionate about helping students find their path in higher education. With my bilingual Spanish skills and deep familiarity with Chicago's high school landscape, I'm ready to be a resource and guide for prospective students.

Thank you for considering my application. I would love the opportunity to contribute to Beacon Hill's welcoming and innovative admissions team.

Sincerely,

Samantha Rios

### DETAILS

 (312) 555-4392

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### FROM

**Samantha Rios**

Admissions Counselor

### TO

**Dr. Kelly Thompson**

Beacon Hill University