

Ysabella Melo Romano

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To Whom It May Concern:

I am in search for a new challenge where I can leverage my experience in admissions office operations, application management, and recruitment/enrolment, I have enclosed my CV for your review.

As my career profile illustrates, I am well-prepared to meet and exceed your expectations. Having served as an Admissions Officer, I am accustomed to the rigors of fast-paced, highly-regulated environments requiring sharp attention to detail, consummate accuracy, and outstanding communication skills. If given the opportunity, I will work tirelessly to deliver similar results at any organization I join. I will be partnering with your staff to accelerate the achievement of your immediate and long-range goals.

Further, I would bring the following strengths and accomplishments to your team:

- Proven track record of establishing and integrating enrolment strategies and objectives.
- Established propensity for evaluating existing procedures and implementing process improvements, evidenced by streamlining clearance procedures in my previous role.
- Demonstrated success planning, marketing, and hosting recruitment events which have significantly increased rates of enrolment.

In me you will gain a diligent, goal-oriented professional with the agility, dedication, and focus required to successfully fill the role of Admissions Officer. As such, I would welcome the opportunity to meet in person and discuss this opening in detail.

Thank you for your consideration. I look forward to hearing from you!

Sincerely,

Ysabella Melo Romano