

Kara Jane Wright

karawright860@gmail.com | (540) 553-5899 | <https://www.linkedin.com/in/kara-wright-69639a256>

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Office of Undergraduate Admissions Center
925 Prices Fork Rd,
Blacksburg, VA 24061

Dear Hiring Manager,

During my undergraduate career, I always struggled with figuring out what I wanted to do in the future. However, once I began to work with the Admissions Office at Longwood University, I began to have a passion for serving people at the higher education level. I have worked closely with several other office at Longwood, and even worked as a Visitor Center Ambassador in your office during the summers. I am particularly interested in Virginia Tech from being a life-long Hokie from growing up in the area. Virginia Tech is a competitive institution, and I believe working as an Admissions Counselor would be an amazing opportunity.

I have worked closely with the Longwood University Admissions Office as a Longwood Ambassador and as a Peer Mentor. As a Longwood Ambassador, my role is to give tours to prospective families visiting campus. I am able to connect with these families and these connections even lasted after students came to campus. As a Peer Mentor, I worked with the Admissions Office as well as the Office of Student Success to work with a group of freshman students to help them succeed during their first semester at Longwood. Through these positions, I have been able to practice and exhibit my communication skills. I also heavily relied on time-management and honed this skill to ensure I was able to accomplish all my roles. Finally, I also exhibited leadership in both these roles, as was required by the position.

As a student at Longwood University, I have also been involved in the Student Philanthropy Council. In this role, I got to work personally with the Office of Institutional Advancement. With this role, I got to learn and experience first-hand a lot of the work that goes into higher education. The combination of my experiences at Longwood University and the opportunities I have had have led me to want to pursue a career in higher education. I am passionate about seeing people succeed and feel at home when leaving for college. As an Admissions Counselor, I would be able to do this. Sharing the resources and the opportunities that would be available to students would also be helpful in pursuing this passion. I also place value in being there for other students. Even if a student does not end up where I am working, seeing them be happy and succeed would be very valuable to me. Supporting students so that everyone is able to attend a higher institution is something I think everyone should have the opportunity to do.

Based on my previous experiences and personal values, I know I could be an efficient admissions counselor at Virginia Tech. I hope you consider me for the position based on my qualifications and passion in this area. Thank you for your consideration.

Sincerely,

Kara Wright