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| STEPHANIE FRAME | | |
| 2575 S Sunflower Dr | 219-476-6133 | slframe@iu.edu |

DATE

**Associate Director of Admissions**

To whom it may concern,

I am writing to apply to the position of Associate Director of Admissions at the Kelley School of Business. I am confident I can be beneficial to the team and help it run effectively.

In my current position, I have experience with managing numerous complex projects and prioritizing work based on greatest urgency. I consistently complete my workload with efficiency and accuracy. I am also very eager to learn new tasks and skills. I believe that my existing familiarity with the team is to my benefit and will allow me to adapt quickly.

I am very interested in working as the Associate Director of Admissions and I hope to have the opportunity to contribute on your team.

Sincerely,

**Stephanie Frame**