

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for academic advisor

Dear,

I am writing this letter for the Senior Academic Advisor position in the [mention the name of the institution]. With my background comprising of 5 years of academic advisory and career counseling along with 6+ years of teaching, I assure to bring in an excellent ambience in the institution.

For all the last years I've been in the institution, my role as an academic counselor gave me an opportunity to help 600+ students with the following skills-

1. Adapting to college life by organizing regular seminars and individual follow up reports
2. Providing 1-1 career counseling and academic advisory

3. Assisted in applying for scholarships and internships along with the application process.

Also, I played an integral part in providing effective navigation of demotivated students and as a result, the drop-out rate reduced by 25% as compared to the previous years. Prior to my advisor job, I was a lecturer. It was during that time when I discovered my skill of advising people and that actually helped. Given my strong sense of approachability, students would come to me with their academic issues and I would actually derive a sense of fulfillment by resolving their problems and guiding them with the best on-campus resources.

Hence, I didn't think twice before changing careers when this golden opportunity came up. I am excited and waiting for connecting over or an in-person interview. Kindly review my enclosed resume for inspecting further details about my work accomplishments and achievements. I am eager to deliver a talents and skills for the best improvement of the institution.

Regards

From

James Brown

[Handwriting signature]

[Mention the correct details]

[Mention here, if there is any post note to be given]