[Your Name]

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

It is an honor for me to apply at (name of the institution) for the position of Academic advisor. As you would have noticed by looking at my CV, I have an extensive background in education thus, I feel positive that I am well-equipped for the Job. I have passion for education therefore, I can provide students with guidance throughout their academic career.

I would like to share with you my experience at (name of the institution). I worked in the institution for (time period) from (date) to (date). I was working with a student body of approximately 3000 students. Among those 3000 students I was directly assigned to 1000 students each year

I used to pay close attention to both the student needs as well as to the needs of my coworkers. Meeting the deadlines and keeping other person’s needs a priority is in my nature. Due to my experience at (name of the institution) I am well-aware of what it takes to be an academic advisor. I am good at careful planning and I do my tasks with complete dedication.

I got a degree in (name of the subject). In addition to my degree in (name of the subject), a minor in psychology has helped me boost up my potential. It has taught me the knowledge required for advising and counselling the students properly. My goal is to be the academic advisor that I would have wished to have in my academic career and I am willing to do anything to achieve that goal

I would like to extend my gratitude to you for reviewing my application. I am looking forward to learning more about your institution and the responsibilities that your academic advisory team has. Based on my previous experience and my knowledge I am confident in my ability to deliver as an academic advisor.

Sincerely,

[Your Name]