[Your Name]

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I feel honored to apply for this job of academic advisor at (name of the institution). When I saw the ad for hiring I knew I have to apply for this position. I not only have extensive background in education but also I have all the skills that are required for this job. I have the ability to provide guidance to students throughout their academic career. I have passion for education and this makes me confident in my abilities for fulfilling the role of academic advisor at your institution.

I have a previous experience of (number of years) as I was employed as an academic advisor in (name of the institution). I worked there from (date) to (date). The institution had a student body of 3000. Approximately 1000 among those 3000 students were directly assigned to me each year. I made course schedules for every student each semester as part of my responsibilities of an academic advisor.

I am not only efficient in performing my duty as an academic advisor, but I also pay close attention to both the student’s needs and the needs of my coworkers. I always give priority to other people’s needs. Moreover, I have a habit of meeting deadlines. I am well aware of the dedication and careful planning required to be a good academic advisor. All my abilities in advising students properly stem from my education.

I have completed my education from (name of the institution). I have a degree in (name of the subject). In addition to my degree in (name of the subject), I also have a minor in psychology thus, they both help me in a better understanding of the needs of students. Throughout my career as an academic advisor, I had the goal of becoming the type of academic advisor that I would have wished to have in my student life

Please accept my gratitude for reviewing my application. I am looking forward to learning more about the responsibilities of the academic advising team at your institution. I am intrigued to learn more about your institution too as I genuinely like your institution

Sincerely,

[Your Name]